



S7H R2 9-93



SAFETY RULES

AND

PROCEDURES

**Auto Terminal
Flexi-Flo
Intermodal**

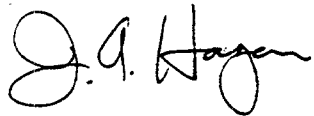
**Effective
September 1, 1993**

SAFETY POLICY STATEMENT

This manual is dedicated to your personal safety and health. It is given to you because Conrail is interested in maintaining safe and healthful working conditions for every employee.

This manual contains basic safety rules and work practices that apply to your job. However, not every situation that you may encounter in your daily work can be included with appropriate guidelines to protect each individual. Rather, an understanding of your job, a survey of possible hazards and a commitment to the spirit of safety is a must before you begin your daily work. The only person who can really guarantee that you will do your work safely is you.

I firmly believe that accidents and injuries are caused; therefore, we can prevent them. As Chairman, I will support the safety committees' efforts to achieve this goal. Supervisors are responsible and accountable for achieving that goal and each of you is responsible for your safety and the safety of your fellow employees.

A handwritten signature in black ink, appearing to read "J. A. Hagen". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Chairman, President and
Chief Executive Officer

RECEIPT

(Date)

NAME

(Please Print)

EMPLOYEE NUMBER

Received a copy of Safety Rules
and Procedures, S7-H,
Effective September 1, 1993.

I understand, that I am required to have a thorough
knowledge of and obey these rules while on duty or
on company property.

Signature of Employee

Issued by

NOTICE

These rules are effective September 1, 1993, and replace any previous Safety Rules for Automotive, Flexi-Flo and Intermodal Service Employees.

These rules apply to all employees in the Automotive, Flexi-Flo and Intermodal Departments. They should be viewed as minimal guidelines and you are encouraged to make recommendations for changes or additions through your safety committee. In addition, manufacturers' recommendations and instructions shall be followed unless superseded by company rules or instructions.

The safety rules in the S7-H are grouped under headings for convenience. However, observe the applicable precautions wherever they relate in any way to the discharge of your duties.

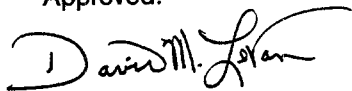
As an Automotive, Flexi-Flo, or Intermodal Employee, you should:

- (a) Receive a copy.
- (b) Study the rules.
- (c) Know and understand their application.
- (d) Practice them while on duty or on company property.
- (e) Immediately call to the attention of a co-worker any action not in compliance with the rules.
- (f) Do everything in your power to prevent accidents, even though in so doing you may perform the duties of others.

Read at least the safety rule of the day. If you do not understand it or have a question about how the rule applies to your work, ask your foreman. If the rule of the day does not apply to the day's work, read it and another rule that does apply.

Supervisory forces will regularly observe work and do whatever is necessary to ensure compliance with the safety rules.

Approved:



Senior Vice-President
Operations

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DEFINITIONS AND GENERAL RULES

DEFINITIONS

TERM	MEANING
A.N.S.I.	American National Standards Institute.
Approved Protective Equipment	Personal protective equipment that has been tested, approved and assigned by account and reference number for a specific purpose.
Attended	On or off-track equipment that is within clear view of the operator or person responsible.
Bay Space	A standard striped location sufficient to accommodate one parked vehicle. The standard bay space is 10' wide x 20' long.
Bi-Level Railcar	A flat car with a superstructure of posts, bracings and decking to permit loading of finished automobiles on two levels.
Blue Signal Protection	A blue flag and blue light, when visibility is poor, displayed at the track clearance point if practical, with track switches or derails secured in protecting position, with special locks or approved blocking devices. A blue flag indicates that repairmen are on, in, or around on-track equipment and it must not be started or moved.
Braced Position	A standing position with feet set apart to resist movement, using a handhold if possible.
Bridge Plates	Any approved device used to span the space between railcars or between ramps and railcars.

TERM	MEANING
Clear of Tracks	At least four feet outside the rail of all tracks and not between main tracks unless the track center is 19 or more feet.
Confined Space	Any space that has limited openings for entry or exit, unfavorable natural ventilation that could contain or produce dangerous air contaminants, or a deficiency of oxygen and is not intended for continuous occupancy.
Cylinder	A pressure vessel for the storage of gases.
Decks	The level surface on a multi-level rail car on which a vehicle is secured. The "A" deck is the first level from the ground. The "B" deck is the second level from the ground. The "C" deck (if any) is the third level from the ground.
Derail	A track safety device to guide rolling stock off the rails at a selected spot as a means of protection against collisions or other accidents.
Effective Locking Device	When used in relation to manually operated switch or a derail it means a device which is: <ul style="list-style-type: none"> (1) Vandal resistant; (2) tamper resistant; and (3) capable of being locked and unlocked only by the class, craft or group of employees for whom the protection is being provided.
Engine	A machine that produces power through internal combustion.
Equipment	Any apparatus that moves on the track, highway, or elsewhere.

TERM	MEANING
Exclusive Use of Track	The use of a designated track from which trains and on-track equipment are excluded between specified points and that is protected in accordance with NORAC Operating Rules and Timetable Special Instructions.
Firm Footing	A stance with feet flat and firmly on the ground, equipment, or other level place. For firm footing on a stirrup or rung, place your heel against the outside edge, when space permits; otherwise, turn your foot slightly sideways.
Handhold	A firm grip with both hands, when possible, on a handrail or other suitable support.
Hoisting Equipment	Any kind of apparatus (crane) that exerts a force for lifting or lowering, whether fixed or mobile, driven manually or by power.
Immediate Supervisor	A person in charge of the work being performed.
Loading/Unloading Pad	The area at the end or the middle of a track where loading/unloading ramps are positioned and vehicles are loaded/unloaded on/off a railcar.
Loading/Unloading Ramp	The piece of equipment used to load or unload vehicles on or off a single or multi-level railcar. The ramp body is moveable vertically between the A, B, and C decks of

TERM	MEANING
Loading/Unloading (Continued)	<p>a multi-level railcar. There are four types of ramps:</p> <ol style="list-style-type: none"> (1) Gasoline Portable—A self-propelled, rubber-tired ramp which can be moved from one end of a track to another. (2) Electric Traverse—A ramp mounted at the end of multiple stub tracks. The ramp can move laterally on rails from the end of one track to the end of another. (3) Electric Fixed—A ramp mounted at the end of a stub track. It cannot move to another track. (4) Portable Ramps—used in conjunction with portable loading docks.
Load Lane	A lane of vehicle parking spaces in which vehicles are parked bumper to bumper in truck load lots, usually 8 to 10 vehicles in length.
Locomotive	One or more units propelled by any form of energy, operated from a single control and used in train or yard service, formerly referred to as an engine.
Look in Both Directions	Turn the head in each direction before reaching any track, before moving your body beyond the side, end, or from under equipment, or when in any other situation demanding alertness for moving equipment or vehicle hazard.

TERM	MEANING
Mechanized	Self-propelled or other power operated equipment or machinery that is not portable.
MPH	Miles per hour, standard unit of measure of speed.
Motor	A machine that produces power by means other than internal combustion.
Multi-level railcar	A flatcar with a superstructure having one or more deck levels in addition to the main deck of the car and fitted for the transportation of finished automobiles.
Personal Protective Equipment	Devices tested and approved for a specific purpose and designed to safeguard an individual.
Primary Eye Protection	Safety eyeglasses with side-shields or coverall goggles
PSI or psi	Pounds per square inch.
Qualified	An employee who has demonstrated to representatives of his or her department and the Health Services Department an ability at a task during a designated period.
Rolling Equipment	Includes locomotive, cars or any machinery or equipment that moves on track.
Shuttle Van	A company-provided vehicle used for transportation of stevedores or other personnel within a Terminal.

TERM	MEANING
Switch Providing Access	A switch which if traversed by rolling equipment could permit that rolling equipment to couple to the equipment being protected.
Tie Down	Any device for securing a finished vehicle to the deck of a multi-level railcar to prevent movement and damage in transit. A chain tie down secures the vehicle by attachment to tie.
Track	The area between the rails and extending to four feet outside of each rail.
Track Car	Equipment, other than trains, operated on track for inspection or maintenance.
Train	A locomotive with or without cars displaying markers.
Tri-Level Railcar	A flatcar with a superstructure of posts, bracings and decking to permit triple level loading of automobiles.
Vehicle	Self-propelled equipment designed for highway use.
Vehicle Space	A parking space for a single vehicle. Under a random bay operation, it is a single bay space. Under a load lane operation it is that part of a load lane occupied by a single vehicle.

TERM

MEANING

**Warning tag —
(S 105)**

DO NOT OPERATE warning tag.

S 105 Rev 1-93



DANGER
OUT OF SERVICE

EQUIPMENT/APPARATUS _____

REASON _____

NAME _____

TIME _____ DATE _____

DO NOT OPERATE

- NOTIFY OTHERS
- REVIEW PROCEDURE
- IDENTIFY ENERGY SOURCES
 - ELECTRICAL
 - HYDRAULIC
 - PNEUMATIC
 - GRAVITY OR SPRING
- NEUTRALIZE ALL ENERGY
- LOCK OUT POWER

Workmen

Employees assigned to inspect, test, repair or service rolling equipment, or employees such as Stevedores whose duties require them to be on, under or between rolling equipment.

GENERAL RULES

- 1. Good housekeeping is essential; therefore, keep everything for which you are responsible orderly and clean.**
- 2. Promptly remove all refuse to the designated location or receptacle. Dispose of any material saturated with a flammable liquid in a fully enclosed metal receptacle. Do not place the material where fumes may accumulate or near a source of heat.**
- 3. Keep clear of any area contaminated with hazardous material. If necessary to enter such an area after an emergency situation has ended, wear the appropriate protective clothing and respirator as designated by your immediate supervisor. If you have come into contact with hazardous substances, you must wash before eating, drinking, or smoking.**
- 4. Keep as far as practical from passing trains or equipment to avoid projections or any dragging or falling objects.**
- 5. Attempt no work that will interfere with the safe passage of trains.**
- 6. Inspect passing trains and if dangerous conditions are detected use any available means to advise crew members on the passing train to stop. If the train does not stop at once, notify the dispatcher.**
- 7. Modifications must not be made to equipment or tools unless authorized.**
- 8. It is your personal responsibility to examine any tool, equipment, or other item for defects before using it. Report any defect to your immediate supervisor.**
- 9. Protect the point of a pencil, screwdriver, or other pointed tool when it is in or about your clothing.**
- 10. Do not use an open umbrella on or about tracks except for those approved for field welding.**

11. When using any tool, tackle, or other item, you must:
 - (a) place your feet firmly;
 - (b) maintain a braced position — don't overreach;
 - (c) keep your hands and other body parts clear of pinch points.
12. When handling sliding or hinged devices, use handles or knobs if provided. Properly secure the device before placing any portion of your body into an opening. Do not open more than one filing or tool cabinet drawer at a time. Close devices carefully, immediately upon completion of the task.
13. You must not perform any act that defeats the purpose of a safety device such as an electrical fuse or pressure valve.
14. Before operating a control lever, push button, switch, or other control device, confirm to the extent practical that all persons who might be affected are in the clear.
15. Keep clear of and do not face any welding, cutting, heating, or grinding operation without appropriate eye protection.
16. Keep clear of any suspended load. Stand clear while tension is applied (through either a pull or a lift) to a cable, chain, or other tackle.
17. You must not operate or ride on any type of equipment except as necessary in the performance of your duties or with proper authorization.
18. Do not start or stimulate a fire in a stove, furnace, or other source of open flame by using grease, flammable liquid, or any material saturated with a flammable liquid. Those fuel oil stoves designed to be started by an open flame are an exception.
19. Flammable gases, liquids, or solids must not be stored near a pilot light, open flame, or other source of open heat or light.
20. Never use gasoline or any other flammable liquid for cleaning. If gloves or clothing become saturated with

a combustible substance, keep a safe distance from any source of heat or open flame. Remove and clean the clothing as soon as possible.

21. Water must not be used to extinguish a fire on or near electrical equipment, circuits, or apparatus.
22. You must use safety belts or harnesses wherever provided.
23. Do not jump from equipment, platform, or other elevated location. If necessary to descend without a ladder or steps, you must:
 - (a) observe the ground or floor condition and avoid holes, slippery spots or obstructions; then,
 - (b) assume a sitting position with your legs hanging over the edge to decrease the distance to the ground while maintaining a handhold on a suitable object, if available; and,
 - (c) slowly descend in a manner that both feet contact the ground at the same time.
24. If you are blind or practically blind in one eye you must wear eye protection at all times while on duty.
25. You may wear contact lenses in office areas only.
26. Do not throw any item, except when required in the proper performance of your duties.
27. To avoid electrocution, keep at least ten feet away from a dangling wire or any object that may be in contact with an electrical current. Keep others away until qualified personnel are notified and take charge.
28. Never eat, drink, or store food or beverages in any area exposed to toxic material.
29. Do not use drinking water containers for any other purpose.

- 30.** In the absence of any specific safety rule, manufacturer's instructions shall be followed.
- 31.** Compressed air, gases or other such means must not be used to blow dirt from person or clothing or be directed at another person.
- 32.** Planks, boards or timbers which have been removed for the purpose of repairs and will be promptly replaced, may be left with nails protruding provided they are placed with nails downward.
- 33.** Remove all protruding nails, staples, wires, loose 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 item from or placing any item into it. Fold and flatten any loose hoop or band and put with the scrap.
- 34.** Expect equipment to move on any track, in any direction, at any time. Therefore, employees must look in both directions before:
 - (a) Fouling track.
 - (b) Crossing track.
 - (c) Going between or around the end of equipment.
 - (d) Moving out from between or under equipment.
 - (e) Getting on or off standing or moving equipment.
 - (f) Operating a switch.
 - (g) Performing any other applicable operation.

EMPLOYEE RESPONSIBILITIES

RESPONSIBILITIES

6000. You must use care to prevent injury to yourself or others. You must be alert and attentive at all times when performing your duties and plan your work to avoid injury.

6001. For any injury, you must immediately:

- (a) obtain first aid or medical attention if necessary; and,
- (b) inform your immediate supervisor. When the person in charge is not close at hand, inform that person at the earliest opportunity but not later than quitting time of the day of the occurrence.

6002. Immediate supervisors shall:

- (a) be responsible for the safety, instruction and performance of all the employees under their jurisdiction and inform supervision of all injuries and accidents;
- (b) inform the employees of the general plan and procedure to follow before starting the work;
- (c) make definite work assignments;
- (d) personally and continuously supervise work involving unusual hazards and discuss specific procedures to protect against them; and,
- (e) promptly advise their supervisor of any employee who resists correction or does not improve his unsafe work practices.

6003. Know the location of first aid kits, lifesaving and fire-fighting equipment and use that equipment only for the purpose intended.

6004. You must not rely on the watchfulness of others, when you can avoid it. You must protect your own safety.

6005. When persons are injured by appliances on engines or cars, or by tools or machinery, such equipment must be immediately inspected, and if defective, properly identified, protected, and removed from service, until an injury analysis is performed.

6006. Report all railcar equipment defects (broken steps, walkways, handrails and valves etc.) to your supervisor as soon as possible.

CONDUCT

6010. When you are reporting for duty, or on duty, you are prohibited from having, using, or being under the influence of intoxicants or any improperly used controlled substance.

If you are using any type of medication, you must assure yourself, before reporting for duty, that such use will not affect your alertness, coordination, reaction time, or safety.

- (a) When using prescribed medication you should explain to the physician or pharmacist the details of your work assignment and comply with their advice.
- (b) Should any adverse effects occur while on duty such as mental confusion or dizziness, you must stop work and inform your immediate supervisor at once.

6011. It is essential to safety that you give your undivided attention to your work; therefore, you must not:

- (a) sleep or assume the attitude of sleep;
- (b) read books, magazines or newspapers other than job related material;
- (c) use or have unauthorized audio or video devices; or,
- (d) engage in any activity which is not directly associated with your duties.

6012. Smoking or the use of open flames is prohibited:

- (a) where explosives, flammables or acids are either stored or handled; and,

(b) in other unauthorized areas.

NOTE: You must ensure that non-employees comply with this rule.

6013. Do not take part in scuffling, practical jokes or horseplay while on duty or on company property.

6014. Use or possession of firearms or other weapons is prohibited while on duty or on company property.

ATTIRE

6020. You must be suitably dressed to perform your duties safely and in a manner that will not interfere with vision, hearing, or the free use of hands and feet.

- (a) Waist length shirts with sleeves must be worn. Short sleeve or T-shirt may be worn if not performing work requiring full arm protection.
- (b) Trousers that cover the legs must be worn. When acetylene, electric or thermit cutting or welding, wear cuffless overalls or trousers.
- (c) Clothing should be sufficient to protect against wind chill. The chart below shows those conditions that require additional protection.

Cooling Power of Wind on Exposed Flesh Expressed as Equivalent Temperature (under calm conditions)*

Estimated Wind Speed (in mph)	Actual Temperature Reading (°F)											
	50	40	30	20	10	0	-10	-20	-30	-40	-50	-60
	Equivalent Chill Temperature (°F)											
calm	50	40	30	20	10	0	-10	-20	-30	-40	-50	-60
5	48	37	27	16	6	-5	-15	-26	-36	-47	-57	-68
10	40	28	16	4	-9	-24	-33	-46	-58	-70	-83	-95
15	36	22	9	-5	-18	-32	-45	-58	-72	-85	-99	-112
20	32	18	4	-10	-25	-39	-53	-67	-82	-96	-110	-121
25	30	16	0	-15	-29	-44	-59	-74	-88	-104	-118	-133
30	28	13	-2	-18	-33	-48	-63	-79	-94	-109	-125	-140
35	27	11	-4	-20	-35	-51	-67	-82	-98	-113	-129	-145
40	26	10	-6	-21	-37	-53	-69	-85	-100	-116	-132	-148
(Wind speeds greater than 40 mph have little additional effect.)	LITTLE DANGER In < hr with dry skin. Maximum danger of false sense of security	INCREASING DANGER Danger from freezing of exposed flesh within one minute.										
		GREAT DANGER Flesh may freeze within 30 seconds.										

Trenchfoot and immersion foot may occur at any point on this chart.

* Developed by U.S. Army Research Institute of Environmental Medicine, Natick, MA.

(d) Stevedores must wear company provided overalls.

6021. You must not wear loose clothing, dangling accessories, rings or other jewelry unless they are so tied, fitted, covered, or otherwise secured to prevent entanglement with a moving part or contact with energized equipment.

6022. You must wear safety-toe footwear of sturdy construction and preferably at least six inches high unless in an office environment. Protective footwear shall meet the ANSI requirements for class 75 at a minimum. This footwear must be completely laced, buckled, zipped or otherwise fastened if so equipped.

Safety footwear must:

- (a) cover the entire foot;
- (b) have flexible non-slip soles in good condition, without elevated toes. Puncture-proof soles or inserts are recommended;
- (c) be free of metal plate or cleat on the sole or heel; and,
- (d) have a definite heel, not over two inches high.

6023. Do not wear head or facial hair styles that obscure vision, that could interfere with the wearing of personal protective equipment, or that may contact machinery or electrical equipment.

WALKING

6030. You must walk, not run, keeping your hands out of pockets. Be alert for tripping and slipping hazards. Do not jump across excavations, holes or open pits. Walk around them.

6031. Keep all walkways free of any obstruction, tripping or slipping hazard.

6032. When walking through a hall, passageway or on stairways:

- (a) keep to the right;
- (b) use handrail when provided;
- (c) use each step of a stairway;
- (d) exercise caution when going around a corner to prevent a collision;
- (e) give way to person with a load;
- (f) use care when passing doors that open directly into the passageway.

6033. Clean and scatter salt, sand or other suitable material on slippery walking surface when necessary to use it in the performance of your work. If cleaning is not practical, wear anti-slip footwear, take smaller steps and turn your feet out to prevent falling.

6034. Walk, step, rest your foot on or sit on a rail, frog, switch, guard rail, pipe, interlocking apparatus or connection only when specifically required to do so in the performance of duty.

6035. Walk through steam or smoke which obscures the vision, only when necessary in the performance of duty and then only with care. The carrying of long material through steam or smoke is prohibited.

6036. When crossing tracks, roadways or vehicle parking spaces, take the shortest route after looking both ways. If more than one track, roadway or parking space is to be crossed, stop and look in all directions to assure safe passage before crossing each track, roadway or parking space.

6037. 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 hard hat if necessary.

6038. Walk or stand on track, driving lane or vehicle parking area only if required in the performance of duty.

6039. 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 or vehicle.

6040. 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.

6041. Stop, if necessary to look away from direction in which walking.

6042. While walking or working in terminal or elsewhere have sufficient light to permit moving about and performing work safely.

USING PROTECTIVE GEAR

PERSONAL PROTECTIVE GEAR

6050. Sometimes engineering controls of hazardous exposures are impractical or impossible to implement. In these cases protective gear is the only recourse to provide a safe and healthful environment for you. Therefore, upon entering an area or facility you will conform with all rules requiring the wearing of personal protective gear.









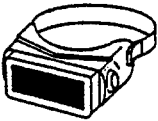

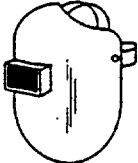
6051. Upon receiving personal protective gear you will be responsible for:

- (a) the care and maintenance of the gear. Making any alteration or modification is prohibited.
- (b) the inspection of the gear prior to use. If defective, it must not be used but reported to your immediate supervisor for replacement.
- (c) having the gear available for immediate use.
- (d) wearing the gear in a manner that provides the intended protection.

6052. Protect your vision by wearing appropriate safety eye wear that is clean and properly fitted while on duty. Eye protection will not be required while driving or riding in vehicles, or while in lunch rooms, office buildings, or fully enclosed equipment cabs. *(Employees performing maintenance work, however, must wear eye protection regardless of location.)* If you require corrective lenses, you must wear either company prescription safety glasses or cover-all type goggles over your personal glasses.

Safety Glasses and Goggle Applications		
Operation	Hazards	Recommended Protectors
Acetylene—Burning Acetylene—Cutting Acetylene—Welding	Sparks, Harmful Rays, Molten Metal, Flying Particles	7, 8, 9
Chemical Handling	Splash, Acid Burns, Fumes	2, 10 (For severe exposure add 10 over 2)
Chipping	Flying Particles	1, 3, 4, 5, 6, 7A, 8A
Electric (Arc) Welding	Sparks, Intense Rays, Molten Metal	11 (11 in combination with 4, 5, 6, in tinted lenses, advisable)
Furnace Operations	Glare, Heat, Molten Metal	7, 8, 9 (For severe exposure add 10)
Grinding—Light	Flying Particles	1, 3, 4, 5, 6, 10
Grinding—Heavy	Flying Particles	1, 3, 7A, 8A (For severe exposure add 10)
Laboratory	Chemical Splash, Glass Breakage	2 (10 when in combination with 4, 5, 6)
Machining	Flying Particles	1, 3, 4, 5, 6, 10
Molten Metals	Heat, Glare, Sparks, Splash	7, 8 (10 in combination with 4, 5, 6, in tinted lenses)
Spot Welding	Flying Particles, Sparks	1, 3, 4, 5, 6, 10

PERSONAL PROTECTIVE EQUIPMENT

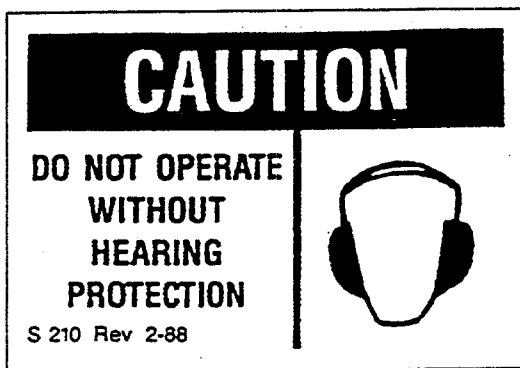
 <p>1. Goggles, Flexible Fitting, Regular Ventilation</p>	 <p>2. Goggles, Flexible Fitting, Hooded Ventilation</p>	
 <p>3. Goggles, Cushioned Fitting, Rigid Body</p>	 <p>4. Spectacles, Metal Frame, with Sideshields</p>	
 <p>5. Spectacles, Plastic Frame, with Sideshields</p>	 <p>6. Spectacles, Metal-Plastic Frame, with Sideshields</p>	
 <p>7. Welding Goggles, Eyecup Type, Tinted Lenses 7A. Chipping Goggles, Eyecup Type, Clear Safety Lenses (Not illustrated)</p>	 <p>8. Welding Goggles, Coverspec Type Tinted Lenses 8A. Chipping Goggles, Coverspec Type, Clear Safety Lenses (Not illustrated)</p>	
 <p>9. Welding Goggles, Coverspec Type, Tinted Plate Lens</p>	 <p>10. Face Shield (Available with Plastic or Mesh Window)</p>	 <p>11. Welding Helmet</p>

6053. Use proper helmet or hand held shield equipped with the prescribed protective lenses when welding or cutting, or when watching or supervising such operations.

6054. When electric welding or cutting, guard others from the harmful rays. If the location makes it impractical to use a screen, keep others away from the operation and advise them not to face it.

Perform work near electric welding or cutting only if suitable protection is provided; otherwise move a safe distance from the operation.

6055. Wear hearing protection when operating or working close to any equipment or machinery (including power tools) marked with a warning label.



6056. Use respiratory protection when exposed to fumes, dust, mist, acid, toxic chemical, solvent, other irritant or when performing other work judged by your immediate supervisor as requiring protection. Use only a respirator that has been properly fitted to your face and is designed for the specific hazard.

NOTE: An employee may use a respirator only after fully complying with Conrail's Respiratory Protection Policy which includes; medical qualification, training, and fit testing.

6057. Wear appropriate gloves, and clothing when:

- (a) handling or working on a wet cell battery;
- (b) handling, pouring or using acid, toxic substance or solvent;
- (c) handling creosoted timber by hand; or,
- (d) handling objects with sharp edges.

NOTE: Gloves must not be worn when operating machinery or portable power tools if there is a possibility of the gloves becoming caught and your hand drawn into moving parts.

6058. Apply barrier creams to the skin when other protective gear cannot be used. Apply it only to clean skin and reapply often.

6059. Wear a safety helmet while on duty. The helmet is not required when under the protective roof of an office building, lunch room, vehicle or equipment. *(Employees performing maintenance work must wear head protection at all times, unless the work prohibits it.)*

- (a) Hard hats will not be worn backwards except under conditions of interference with other protective equipment.
- (b) Only company approved decals will be placed on hard hats.

6060. Wear prescribed helmet at all times when working at the Automotive Terminals, except when in office areas.

6061 Wear appropriate face shield when:

- (a) cutting and handling banding;
- (b) handling or working with acid, chemical or other irritant;
- (c) handling molten substance.
- (d) when cleaning decks of railcars by using leaf blower or compressed air.

6062. Knee pads must be worn when shackling and unshackling vehicles.

6063. When handling acid, caustic, toxic, chemical, solvent, or other irritants:

- (a) Have all parts of body protected.
- (b) Avoid spilling and remain clear of any spillage.
- (c) Do not rub any part of body while handling or exposed to the irritant.

6064. When wearing an acid suit:

- (a) the cuff part of the protective gloves must be inside the sleeve of the acid suit at all times.
- (b) boot tops should be inside acid suit pant legs and
- (c) all fasteners should be secured.

6065. Remove all wearing apparel which has become contaminated with foreign substances prior to the continuation of assigned work function.

6066. When working with steam, employees must wear long sleeved shirt in down position, with cuffs closed.

6067. Wear foot protectors when required by the immediate supervisor.

6068. Wear shin protectors when required by the immediate supervisor.

NOTE: Company issued personal safety equipment will be replaced only on a one-to-one exchange. It is the responsibility of each employee to maintain and keep in a secure place.

6069. Vendors, manufacturers' representatives, visitors, outside contractors, and others entering areas where protective equipment is required will conform to the rules governing the employees at that location.

USING TOOLS AND EQUIPMENT

TOOLS

6100. Tools must be used only for the purposes for which they are intended.

6101. Inspect tool, tackle, strap, rope, jack or other item before using and as often as is necessary while in use. If defective, do not use and keep it separated from serviceable tools.

NOTE: All tools shall be free of mushroomed heads. Replace splintered, loose or broken handles before use.

6102. Store tools neatly so that you may safely place or remove them.

6103. When using and carrying a sharp or pointed tool turn the edge or point away from the body, if practical. Disassemble or protect all pointed or sharp tools when transporting them on train, equipment, or vehicle. Place the point or edge down when not in use.

6104. Place strap, belt, rope or other such tackle where it will not contact sharp edge of material or tool, or any corrosive substance.

6105. String, wire, tape or other unapproved methods must not be used to repair tool, chain, cable, belt, strap, rope or other tackle.

6106. Stay clear of a swinging tool and the item being driven. Before swinging any tool inform persons nearby of your intention and make sure that they are in the clear.

6107. Strike a tool only when the person holding it is not directly in front of you.

6108. A file must not be struck nor used without a handle.

6109. Use a drift pin or other suitable item instead of your finger to determine if a hole is in proper alignment for the insertion of a rivet, bolt, pin or other object.

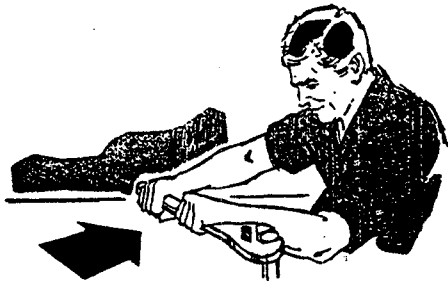
6110. To use a bar or lever, with no more than one other:

- (a) place it securely with firm bearing under or against object;
- (b) assume a braced position with firm footing; never sit on, stand on or straddle it. Have all parts of your body in a position that they will not be caught between the bar or lever and any other object;
- (c) grip it securely and move it slowly and steadily;
- (d) watch base and contact points to make any necessary adjustments.

6111. Use broom, bagging, or other suitable material to prevent bolt or rivet head, nut, spall, or any other item being cut with a tool from flying.

6112. When using a wrench:

- (a) select the proper size and type of wrench to fit the object.
- (b) do not use a shim to make the wrench fit.
- (c) place an adjustable wrench so that the turn will be in the same direction as the open end of the jaws.



- (d) do not lengthen a wrench handle.
- (e) use a braced position in case the wrench disengages.
- (f) do not immediately apply full force; make sure the wrench has a proper grip then gradually increase the force.

- (f) do not immediately apply full force; make sure the wrench has a proper grip then gradually increase the force.
- (g) do not push on a wrench; pull.

6113. Keep clear of the loop of cable, rope, chain or other tackle and stand in the clear while lift or pull is being made.

6114. Before pulling on rope, wire, cable or other such tackle have firm footing, assume a braced position, and secure the free end, if possible. Move clear in the event of adverse action.

6115. Secure wire, strand or stranded cable before cutting to prevent ends from flying or recoiling.

6116. Use "soft" hammer or hardwood cushion when striking tempered or case hardened object.

6117. Keep hand clear of top, screw, rack, latch, socket or other moving part of jack.

6118. Place jack vertically straight (unless used to line track) and with solid contact at the base and with item to be lifted. When jack is not high enough or foundation is unstable, place suitable blocking under jack. Insert a piece of sound wood that is larger than the jack head between jack head and load when jacking against metal. When lining track, no wood should be used.

6119. When operating a jack:

- (a) use a handle that is designed for the type of jack.
- (b) use no more than two employees on the handle.
- (c) make sure the handle is fully inserted in the socket.
- (d) do not sit on, jump on or straddle the handle.
- (e) maintain a braced position and keep head clear of jack handle movement.

- (f) move handle downward slowly and uniformly until the top latch engages.
- (g) move head clear of upward movement of handle before releasing downward pressure on it.
- (h) raise the handle to the uppermost position immediately, making sure that bottom latch engages.
- (i) make sure the latches are in full holding position while the jack is supporting the load.
- (j) remove the handle from the jack socket as soon as operation is stopped, leaving the socket in the up position.

6120. No part of a person may be under a load supported by a jack.

6121. Before lowering a jack under load, warn those who may be affected and see that they are in a safe position.

6122. To trip jack which is under load, set latch to trip, then fully insert handle in socket and start pull on handle at arm's length, keeping face away from handle.

6123. Lay down a big track jack, pole jack, or other such top-heavy jack when not in use, taking precautions to prevent dirt or other object from getting into the mechanism. When the jack is in the designated storage space it may be left standing, with the rack or head lowered.

6124. Use jacking timber (one end on jack and the other end against object to be moved) only when it is secured with chain, brace or other dependable method to assure its staying in place.

6125. Use appropriately rated hydraulic or air jack to raise bridge or trestle.

6126. At derailment when rail or similar object is unsecured, bent, tight, in tension, or in any position such that it is likely to move when it is cut apart, the immediate supervisor must require all persons to be clear of the possible danger area.

6127. The manufacture of any tool or safety device is prohibited unless the design and specifications for such tool or device has been approved by proper authority.

6128. To avoid creating tripping hazards, employees must exercise care with the placement of hoses and power cords used in conjunction with power tools and appliances.

6129. Tools and materials must not be left unsecured on tops of scaffolds, ladders, cars, running boards or cabs. Tools, materials or rubbish must not be thrown or dropped from such places.

6130. When operating bumper jack:

- (a) Caution must be exercised to insure that jack is placed in compliance with manufacturer's specifications.
- (b) Set brakes on vehicle to be lifted.
- (c) Use handle designed for jack being used.
- (d) Block wheels away from lift.
- (e) Insert handle fully in socket.
- (f) Do not place head or body over jack handle.
- (g) Remove handle when jack is not being used.
- (h) Use only jack with sufficient lifting capacity required for the job.

6131. When jacking up a vehicle, you must:

- (a) not occupy vehicles supported by a jack.
- (b) block wheels to prevent movement.
- (c) not place yourself under a vehicle supported by jack unless it is blocked to support the vehicle in the event of jack failure.

6132. Welding repairs to sledge hammers, hand hammers or any other tool or device is prohibited.

POWER TOOLS AND EQUIPMENT

6150. Operate any power operated equipment, machinery, tool, cutting or welding outfit, **ONLY** when seated or standing at the intended place, and **ONLY** when:

- (a) qualified and authorized; or
- (b) qualifying and under the direct supervision of a qualified employee.

A qualified person shall be given a qualification card or sheet which must be carried while on duty or kept in the office.

6151. Make an inspection of equipment or tool at the beginning of each tour. Equipment must not be operated if it is in unsafe condition.

6152. Check the condition of extension cords and tool cords for defects. All electrical power tools must have grounded connections or be double insulated. All extension cords must match the rating and wiring of any device that is operated from that cord. Construction sites shall have ground fault interrupters on all receptacles.

6153. Keep all items clear of the moving parts of power operated equipment.

6154. Operate power equipment or tool only when safety devices and guards are in place and properly adjusted, unless for test purposes.

6155. Loosen or remove the cap from a radiator only when the radiator has cooled sufficiently to prevent steam or hot liquid gushing out. Cover the cap with a heavy cloth or glove and loosen only to the extent necessary.

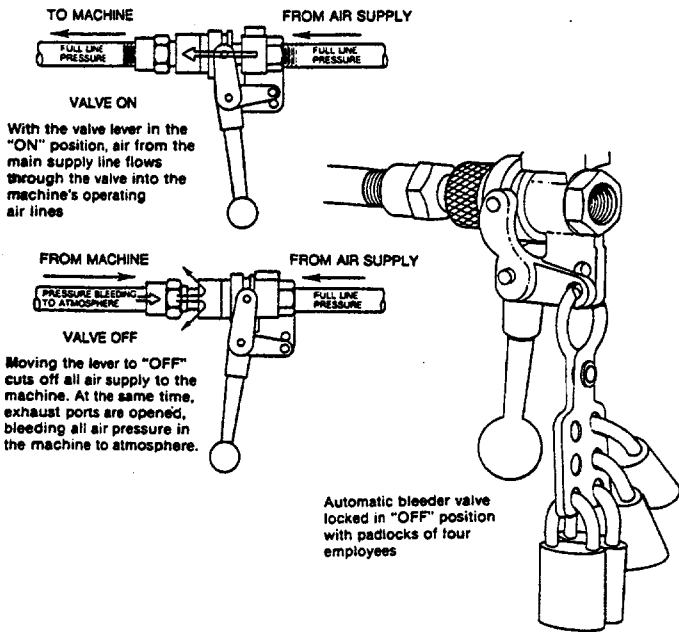
6156. Before operating any power equipment or tool, warn all persons in the immediate area and see that they are in a safe position.

6157. To start a gasoline engine not equipped with a starter:

- (a) If the engine has a clutch, make sure it is disengaged.

- (b) Place equipment on a solid surface and never rest it against your body.
- (c) Make sure that all ropes for starting engines have a "T" handle, do not wrap the rope around your hand.

6158. Perform maintenance on any power equipment or tool **ONLY** when the engine and all moving parts are stopped. Electrical or other control shall be locked in "OFF" position with private lock and warning tag (S 105) attached. Any movable part must be adequately secured, and the air or hydraulic line valves set to prevent movement, unless the design permits safe maintenance without setting the valve.



6159. Use brush or other suitable item instead of hand to remove waste or obstruction from a machine, and then only when it is not operating.

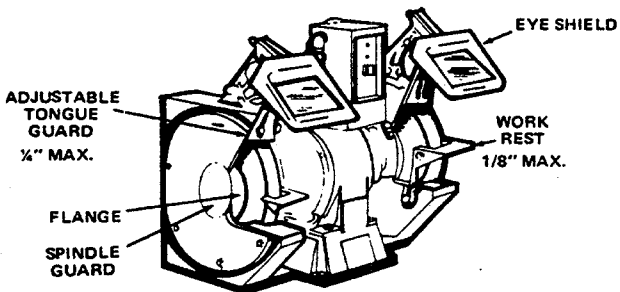
6160. Any switch, valve or control protected with private lock and/or warning tag (S 105):

- (a) must not be operated;
- (b) may have the private lock and/or warning tag removed only when sure that it is safe to do so and then only by the person who placed them. (review rule 6614)

6161. Grinding wheels, whether stored or mounted, must not be exposed to water, solvents, oil, dampness or extreme temperatures. Closely inspect and ring test all wheels before mounting. Dispose of defective or contaminated wheels. The wheel must not operate at speeds higher than the rated capacity.

6162. Do not operate a power grinding wheel in a confined space where it will not revolve freely. Do not use a grinder without the appropriate wheel guard.

6163. Grind on side of wheel only if it is designed for such use. For bench or pedestal grinders, the tool rest must be as near the center of the wheel as the design permits, must cover the entire width of the wheel and must not be more than one-eighth inch from the wheel.



6164. Operate grinder so that sparks are discharged away from combustibles, when practical. Always check the work area for fires that may start from sparks when grinding or cutting with an abrasive saw. Keep a fire extinguisher within easy reach.

6165. Grind only on grinding face of emery wheel. Tool rest must be as near the center of the wheel as the design permits, over the entire width of the wheel and not be more than 1/8" from the wheel.

- (a) No repairs are to be made to grinders except by authorized repairmen.
- (b) Using a portable grinder without a wheel guard is prohibited.
- (c) Employees using portable grinders must avoid rough usage that could result in a damaged wheel.
- (d) When using portable grinder, first place wheel against material or object to be ground, then turn switch or trigger to "ON" position. When work is completed or is necessary to remove wheel from material or object, first turn switch or trigger to "OFF" position.
- (e) Using portable grinder or stationary grinding wheel without a face shield primary eye protection is prohibited.

6166. When using pneumatic or electric tool or other equipment:

- (a) Connect or disconnect it only after being assured that control switch or valve at source is in "OFF" position unless the supply hose is equipped to connect or disconnect it under pressure.
- (b) Remove plunger, chisel or other attachment from tool before laying it down with the pressure on unless the tools is equipped with new style pneumatic hammer safety clip and coil spring retainer.
- (c) Pneumatic hammer must be equipped with spring clip or other arrangement for holding die or set when riveting.

- (d) Place thumb or finger under trigger when holding pneumatic hammer but not using it.
- (e) Lay electric or pneumatic drill, reamer, or other such tool down only when not in operation and then only with trigger valve or switch shielded to prevent its being started.
- (f) Secure or firmly hold and be prepared for jerk if reamer, drill, tap or nut should stick or jam.
- (g) Shut off power supply to apply drill, reamer, tap or other such tool.
- (h) Remove drill, reamer, tap or other such tool from the motor before leaving it unattended, but only after the power supply has been shut off.
- (i) Use a suitable hood or guard over portable grinder wheel, or saw blade, when operating it. Operation of portable grinder without guard may be authorized by the immediate supervisor when necessary, because of the nature of the work.
- (j) Have control valve of throttle in closed position when turning air into hose.
- (k) Do not take hold of auger, drill bit, reamer, or other such attachment to lift, handle or help control the motor.

6167. Close tool supply line valve at source and release pressure before connecting or disconnecting pneumatic tool. Make sure of positive hose connection, threads must match.

6168. All set screws in revolving spindles or shafts must be flush, countersunk or protected by a collar.

6169. Secure material in desired position before performing machine work on it.

6170. Perform the operations listed below on self-propelled equipment, hoisting equipment, any part of movable bridge, locking device or other power operated equipment, machinery or tool ONLY when the engine and all moving parts are stopped, electrical or other control is locked in "OFF" position with private lock and warning tag (S 105) is attached. Jack, swing conveyor, or other

movable part must be on the ground, blocked, pinned or otherwise adequately secured, and in addition the air or hydraulic line valves are set to prevent movement, unless the design permits it to be done safely:

- (a) Adjust, clean or oil.
- (b) Apply or remove chain, belt or other device or attachment.
- (c) Place self in or go through confined space near movable part or parts.
- (d) Work on belt, chain, conveyor, jack or tamper head, or other movable parts and their connections.
- (e) Any other operation or situation where any equipment or part that moves is likely to catch any part of body.

6171. Only a qualified and authorized person 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 warning tag (S-105) is applied to control and, where possible, control is locked in "OFF" position.
- (b) All moving parts have stopped.

6172. Car, truck, conveyor or other transporting equipment must not be overloaded or unsafely loaded.

6173. Compressed air or gas must not be used to blow dirt from person or clothing. Compressed air used for equipment cleaning must not exceed thirty psi.

6174. Close the air line valve at the source and release pressure before connecting or disconnecting pneumatic tools. Hose connections so designed must be wired together to prevent parting.

6175. Keep pneumatic hammer pointed away from any person.

6176. Do not carry or lay down a portable power tool while it is operating, except those weed or brush cutters designed to be carried. Hold tool in place until all moving parts are stopped. To prevent unintentional starting, place tool in a position where trigger, valve or switch is shielded when not in use.

6177. Make sure material on which you are working will not shift. Hold the handle of a power tool firmly while using it, and be braced and prepared to move clear if tool sticks or jams.

VEHICLE OPERATION

6250. Drivers must obey the motor vehicle laws and be properly licensed. Except for unusual circumstances, it is the drivers' responsibility to pay all fines, penalties or charges which may be assessed against them for failure to comply with regulations.

6251. Before entering your vehicle look and ensure that there are no obstructions that would prevent safe movement. Limit any backup to only the necessary distance and sound horn once if not equipped with backup warning device. When you are backing up and rear view vision is obstructed, a second person, when available, must take position near the rear of the vehicle to guide the movement.

6252. Driver must not transport anyone in the body or riding compartment of a truck unless there is communication between the cab and riding compartment and riders are properly seated.

6253. When on a highway, get in or out of vehicle from the side away from traffic, whenever practical.

6254. When riding in a vehicle, always ride in the provided cab and remain seated. Do not crowd the drivers seat.

6255. Only authorized persons may operate or ride in company owned or leased vehicles. Privately owned vehicles may not be used while on duty without proper authorization (two- and three-wheeled cycles may not be authorized).

6256. Vehicle drivers are responsible for the safe and proper operation of the vehicle in their charge and for the safety of the occupants.

NOTE: This includes cleanliness.

6257. Employees must not add air to any multi-piece (split) rim tire. Air may be added only by persons qualified to do so.

6258. When chains or non-skid devices are used, apply them to both of the single traction wheels. They may be applied only to the outside wheel of dual wheels.

6259. Vehicle driver must slow down and determine that it is safe to cross railroad tracks even though position of crossing gates or signal may indicate that it is safe to do so.

6260. While in vehicle or other self-propelled equipment that is equipped with safety seat belts:

- (a) adjust the seat promptly on entering and sit well back and straight up. Then adjust the belt comfortably, keeping it tight enough to prevent being thrown forward in the event of collision, lurch or sudden stop;
- (b) keep the belt secured around you until preparing to leave the vehicle or equipment after it has stopped.

Driver must not move vehicle until the occupants have all available belts properly applied.

6261. When vehicle is stopped, and the operator is not at the controls, it must be protected against movement by having:

- (a) engine stopped and ignition key removed;
- (b) gears engaged. (Automatic transmission should be in park);
- (c) parking brake set;
- (d) cab locked when not attended.

6262. Employees are prohibited from transporting gasoline or flammables in the trunk of an automobile, except in cases of extreme emergency and then only in approved containers. Volatile substances, including oxygen, acetylene and propane, must not be carried in the same bus or truck compartment that is occupied by the driver or riders.

6263. When driving at night:

- (a) Slow down due to reduced visibility.
- (b) Be able to stop within the distance illuminated by your headlights.
- (c) Parking lights are for parked vehicles only. Use headlights if your vehicle is in motion.

6264. When driving in adverse weather:

- (a) adjust your speed accordingly—slow down on wet, snowy, or icy roads;
- (b) get the feel of the road—test your brakes occasionally;
- (c) keep your windshield and windows clean—remove ice, snow, and frost;
- (d) gently pump your brakes when slowing or stopping. Sudden stops may throw your vehicle into a skid;
- (e) follow at a safe distance. Allow more than the normal distance to stop.
- (f) USE headlight low beam only.

6265. When driving, and you encounter:

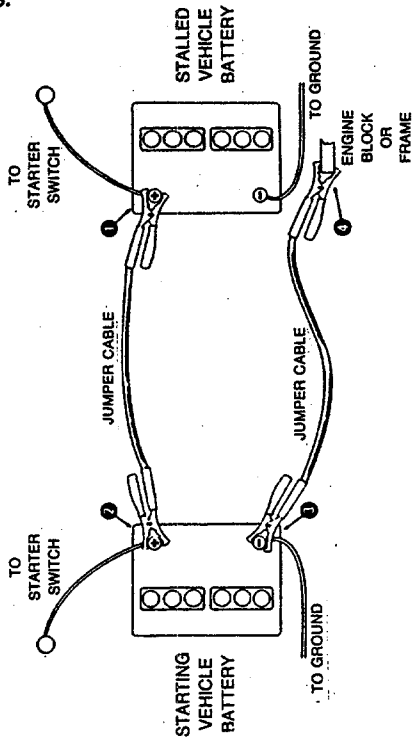
- (a) Wet brakes — step lightly on the brake as you drive and the heat will dry them out.
- (b) Steep hills — brakes should be used off and on to control speed. Use a lower gear.
- (c) Breakdown — get completely off the travelled portion of the road. Use four-way flashers and set out flagging protection.

6266. When jump starting vehicles:

- (a) Do not smoke. Wear safety eye wear. Use caution: a danger of chemical burns or battery explosion exists when jump starting.

- (b) Begin with ignition switch in the "OFF" position, parking brake engaged, and vehicle in neutral or park.
- (c) Do not stand in front of or behind the vehicle being jump-started.
- (d) Remove all acid filler caps unless vented and cover openings with rags prior to attaching booster cables to prevent battery explosion. Dispose of rags after unit starts.
- (e) Make sure the electrolyte is at the proper level; don't jump start if battery fluid is frozen.
- (f) Make sure that both electrical systems are the same voltage and polarity.
- (g) Attach the cables in order listed:
 1. Clamp one jumper cable to positive (+) terminal of discharged battery which is wired to starter or solenoid. Do not allow cable clamps to touch any metal other than battery terminals.
 2. Connect other end of positive (+) cable to positive (+) terminal of good battery.
 3. Connect one end of the other jumper cable to the other terminal, negative (-), of the good battery.

4. Make the final connection to engine block (not to the negative post) away from battery, carburetor, fuel line, any tubing or moving parts.



5. Stand back from both vehicles. Start vehicle with the good battery then start the disabled vehicle. Do not lean over battery while ignition switch is being turned on.
6. Remove cables in reverse order of connections beginning by first removing cable from engine block or metallic ground.

HOISTING EQUIPMENT

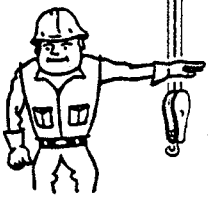
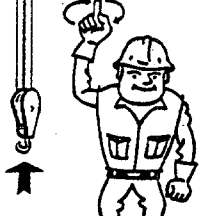

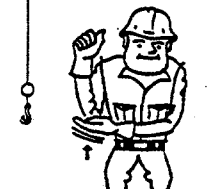
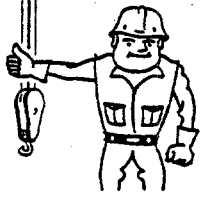
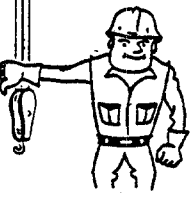
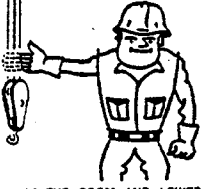
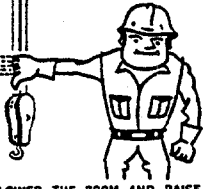
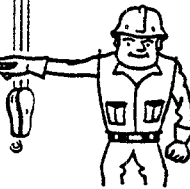
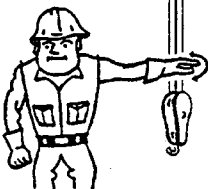
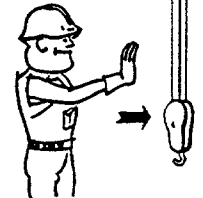
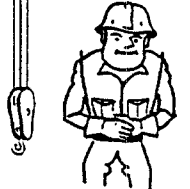
6300. The use of hoists is subject to certain hazards that cannot be met by mechanical means, but only by the exercise of intelligent care, common sense and experience in anticipating the motions that will occur as a result of operating the control. Inspect ropes, chains, hooks and slings before using them. Perform monthly written inspection in accordance with MW 252.

6301. When positioning and operating equipment, maintain a minimum clearance of ten feet from any wire unless it has been de-energized and visibly grounded at the point of work.

6302. Take hold of cable, sheave, boom or any potential pinch point only after protection has been provided.

6303. Before starting hoisting operation one person shall be designated to give signals and all others involved in the operation shall be notified who that person is.

6304. Use standard hand signals to govern movements of hoisting equipment.

<p style="text-align: center;">STOP</p>  <p>STOP: Arm extended, palm down, hold position rigidly.</p>	<p style="text-align: center;">HOIST</p>  <p>HOIST: With forearm vertical, forefinger pointing up, move hand in small horizontal circles.</p>	<p style="text-align: center;">LOWER</p>  <p>LOWER: With arm extended downward, forefinger pointing down, move hand in small horizontal circles.</p>
<p style="text-align: center;">USE WHIP LINE</p>  <p>USE WHIP LINE: (Auxiliary Hoist) Tap elbow with one hand; then use regular signals.</p>	<p style="text-align: center;">RAISE BOOM</p>  <p>RAISE BOOM: Arm extended, fingers closed, thumb pointing upward.</p>	<p style="text-align: center;">LOWER BOOM</p>  <p>LOWER BOOM: Arm extended, fingers closed, thumb pointing downward.</p>
<p style="text-align: center;">RAISE THE BOOM AND LOWER THE LOAD</p>  <p>RAISE THE BOOM AND LOWER THE LOAD: With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired.</p>	<p style="text-align: center;">LOWER THE BOOM AND RAISE THE LOAD</p>  <p>LOWER THE BOOM AND RAISE THE LOAD: With arm extended, thumb pointing down, flex fingers in and out as long as load movement is desired.</p>	<p style="text-align: center;">SWING</p>  <p>SWING: Arm extended, point with finger in direction of swing of boom.</p>
<p style="text-align: center;">EMERGENCY STOP</p>  <p>EMERGENCY STOP: Arm extended, palm down, move hand rapidly right and left.</p>	<p style="text-align: center;">TRAVEL</p>  <p>TRAVEL: Arm extended forward, hand open and slightly raised, making pushing motion in direction of travel.</p>	<p style="text-align: center;">DOG EVERYTHING</p>  <p>DOG EVERYTHING: Clasp hands in front of body.</p>

6305. Give signals for operation of hoisting equipment only when qualified and designated to do so.

Accept standard signals only from the designated employee. Obey emergency stop signals from anyone.

6306. Before lifting, carefully take slack out of load line to ensure that the hitch is secure and centered. Raise the load a few inches, then test brakes and ensure that the outriggers provide support. If the brake does not function properly, slowly lower the load and do not use the hoist until the brake is repaired.

6307. When hoisting material or machinery, attach chain or cable or tongs above center of gravity of the load to prevent its tilting or falling over when lift is made. If possible, lift straight up to prevent load from dragging, swinging or catching on another object.

6308. Use a tag line or non-conductive hand line to assist in controlling any unwieldy load. See that all persons are in a safe position, then hoist slowly until the load line is vertical and the load is under complete control.

6309. Keep control of long object turned end for end while suspended from crane so that its movement can be stopped short of person or obstruction.

6310. When riding idler car or other equipment keep clear of the limits of the boom.

6311. Walk or stand under boom only if necessary to hook or unhook the load.

6312. Operate or move hoisting equipment only when sure that:

- (a) no persons are in a position that they are likely to be caught by any part of the load or the equipment;
- (b) boom or load will not be carried over any other person;
- (c) boom or load is at least ten feet from energized wires.

6313. Do not ride or hang on tongs, sling, hook, down-haul weight or load of hoisting equipment.

6314. Operate hoisting equipment only when load is not rotating or swaying. Do not cause uneven or fast movement in swinging the boom or in raising or lowering the load so that a sudden stop is required.

6315. Grapple buckets are for handling timber and ties only.

6316. Stay outside of any car, trailer or vehicle in which a bucket or magnet is being operated.

6317. When freeing a sling or hook, observe the arrangement of the load and be sure it has settled before unhooking. Position yourself to prevent being caught by sling, hook or any part of load and to prevent falling if working above ground level.

6318. Keep from between any object and the load being handled.

6319. Leave the controls of hoisting equipment temporarily unattended only when load, bucket, magnet or other heavy attachment is left in a stable position on the ground or in a car.

6320. Keep the doors of cab secured in either an open or closed position.

HANDLING MATERIALS

6350. When handling material:

- (a) Take precautions to protect your hands, feet, and body.
- (b) Avoid sharp edges and projections; wear gloves.
- (c) Avoid dislodging nearby loose material or object which may catch you.
- (d) Keep clear of holes, slippery surfaces or obstructions in order to prevent slipping, falling or being caught by material.

6351. When lifting objects:

- (a) Clear the path of obstructions and tripping hazards.
- (b) Check for grease, oil and sharp edges, then grip the object firmly with the palms of your hands at the most suitable point.
- (c) Tip the load to test the weight and lift only within the limits of your physical capability. If necessary obtain assistance or make additional trips.
- (d) Have firm footing with one foot alongside the object and one foot behind it, about shoulder width apart.
- (e) Bend knees and keep back straight. (Tuck in your chin to help keep your back straight.)
- (f) Keep arms and elbows close to body. Draw the object close and lift by slowly pushing up with your legs, avoiding sudden movements. Never twist your back to turn; turn your whole body.
- (g) If there is a feeling that your handhold is being "lost" or the tool is "losing" contact or grip, tell the person giving commands and gradually lower object.
- (h) If object gets out of control, immediately move clear until it comes to rest.

6352. When lifting to a position above the waist:

- (a) Do not attempt the lift in one motion.
- (b) Get the load waist high by following rule 6351 and then rest it on a support to change your grip.
- (c) Bend knees and use the leg muscles for the final lift.

6353. When two or more persons handle material:

- (a) One person should be designated to give all commands. Lift or move only on command.
- (b) Person designated to give command must fully inform those assisting 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 should be placed according to size, strength and experience.

6354. Leave all material in a stable position after handling.

6355. Work from ends or from back of pole, pile, timber, or other long object when pushing or rolling it.

6356. When placing material in racks, bins or other storage area:

- (a) Place it on proper foundation. Do not exceed capacity of the storage area.
- (b) Place it in a stable, orderly position instead of throwing it.
- (c) Keep piles as low as practical. The top of the stack should be at least 36" below sprinkler heads.
- (d) Stabilize stack by stepping, interlocking or securing the ends. Securely block or wedge material that could shift or fall.
- (e) Keep spacing strips within the limits of the stack.
- (f) If any material gets out of control or is dislodged, promptly move clear.

6357. Skid, transfer plate or gang plank must be strong enough for the purpose intended and must be properly secured when placed in position. Do not walk on or between skids.

6358. When carrying a long object alone, observe the location of obstructions and people to avoid striking them. When carrying a long object with other people, position yourselves on the same side of it, and walk in step. Do not follow closely behind an object being carried.

6359. Do not drop or throw material when it is likely to rebound.

6360. When necessary to lean door, portable platform, sheet metal, or similar material against another object, lean it at a sufficient angle to prevent its topping, and if necessary, secure it at the bottom to prevent its sliding out. Lay such material flat when practical.

6361. When moving material on wheels or rollers:

- (a) check to make sure of adequate clearance along the path before moving;
- (b) maintain control by keeping load stable;
- (c) keep feet and hands clear of wheels or rollers;
- (d) use sledge or other suitable means to shift rollers.

6362. Wear gloves when removing glass from frame; properly dispose of the glass.

6363. Promptly remove nail, screw, hook or loose band from lumber or other material to be reclaimed. Bend flat any part of such item protruding from material that is not to be reclaimed.

NOTE: Plank, board, or timber that has been removed for the purpose of repairs and that will be promptly replaced may be left with nails or screws protruding provided the points are placed downward.

6364. Remove all protruding nails, staples, wires, loose bands or other such items from keg, box or other container and its cover as soon as it is opened. Fold and flatten any loose hoop or band and put it with the scrap.

6365. Four-wheeled hand trucks or carts not equipped with tongues or drawbars should be pushed, not pulled.

6366. You must not place any tool, material or other object above floor or ground level in such a position that it can be jarred or knocked off.

WORKING IN DIFFERENT SETTINGS

YARD AND TRACKS

6400. You must not stand, walk on, or foul tracks except when necessary in the performance of your duty.

6401. You must not cross tracks closer than fifteen feet to standing locomotives and cars. You must not pass between cars standing close together on the same track without first making sure it is safe to do so, and then only when absolutely necessary.

6402. Foremen are responsible for a safe operation and must exercise every reasonable precaution to protect employees in their charge.

6403. If you are in a confined place, keep as far as practical from any passing train. Secure loose clothing, if possible, and maintain a handhold until train has passed. If you are working in a tunnel in which there are manholes, you must occupy them upon approach of a train.

6404. When clearing track, position tool, material, equipment or other object so it will not be struck by train.

6405. Place equipment, material or other objects at least ten feet from the gauge of nearest track, when practical.

6406. Protect ladder, scaffold, or other such work apparatus wherever collision with person, self propelled equipment or vehicle may occur. Surround the apparatus with suitable guard, at least ten feet from it, properly marked and illuminated if necessary; or, assign an employee equipped with an appropriate warning device.

**PROTECTION AGAINST MOVING TRAIN
OR SELF PROPELLED EQUIPMENT
BLUE SIGNAL PROTECTION OF WORKMEN**

6420. Proper blue signal protection of workmen must be as follows:

On Track Other Than Main Track.

- (1) Workmen may not work on, under or between rolling equipment unless:
 - (a) Each manually operated switch, including any crossover switch, providing access to that track, must be lined against movement to that track, secured by an effective locking device and a blue signal placed at each clearance point; or
 - (b) A derail has been applied in derailing position on the track to be protected, locked with an effective locking device and a blue signal displayed at each derail. The derail must be positioned at least 150 feet from end of rolling equipment to be protected, or 50 feet if speed within this area is posted not more than 5 mph.
 - (c) When workmen are working on, under or between rolling equipment coupled to a locomotive, a blue signal must be attached to the controlling locomotive at a location where it is readily visible to the engineman or operator at the controls of the locomotive.
 - (d) A track may be divided into separate work areas by applying a derail in derailing position secured by an effective locking device 150 feet from each end of the rolling equipment to be protected. A blue signal must be displayed at each derail.

- (e) When emergency repair work is to be done on, under or between a locomotive or one or more cars coupled to a locomotive, and blue signals are not available, the engineman or operator must be notified. Wait until the engineman sets the locomotive brakes to hold, has reverse lever in neutral, puts generator field switch in off position, if applicable, and acknowledges the information with advice that he will not move the locomotive, draft, or train.

Only the immediate supervisor or the qualified employee who provided the protection may discontinue it or give signal to move and then only after making sure that all employees involved have been informed and are in the clear.

- (f) Blue signal need not be placed on the stub end of a track, or on the end of the equipment on the stub end of a track unless the equipment thereon is an operable multiple unit or there is an operable locomotive on the stub end.
- (g) Workmen may not work on, under or between rolling equipment where switch leading to that track is remotely controlled unless the person in charge of the workmen has notified the operator of the remotely controlled switches of the work to be performed and has been informed by the operator that each remotely controlled switch etc. providing access to the track has been lined against movement to that track.

A blocking device has been applied to the lever, button or other device controlling the switch, before the operator may inform the employee in charge of the work to be performed that protection has been provided.

The operator may not remove the blocking device unless he has been informed by the person in charge of the workmen that it is safe to do so.

- (2) Any track protected with special stationary, electric blue signals, and/or derails, covered by timetable or other instruction:
 - (a) Each employee involved must be provided with a copy of the timetable or other instructions and must be qualified and approved on the operation and use of the protection.
 - (b) It must be operated by a qualified employee in accordance with the timetable or other instruction.

6421. A car mover may NOT be used to reposition rolling equipment within an area protected by a blue signal. A car mover must be treated as if it were a locomotive and blue signal protection provided accordingly.

6422. If a locomotive is left in the Terminal report it to Supervisor so determination by a qualified person can be made whether the locomotive has been properly secured while unattended. A locomotive is properly secured only if the following conditions are met:

- (a) Air brakes are set-up.
- (b) Hand brake is applied.
- (c) Generator fields are set to "OFF".
- (d) Isolation switch is set to isolate or start.
- (e) Reverse lever is removed.

6423. If the locomotive is not properly secured or when crew comes to remove locomotive, additional protection in the form of a portable derail and Blue Flag must be installed at the end of the locomotive that faces where the Stevedores are working. If no additional protection is available or provided, work must stop until the locomotive has been properly secured or has departed the Automotive Terminal.

6424. Where a blue signal is used, other equipment must not be placed so as to obstruct the view of the blue signal and derails.

TRAIN, SELF-PROPELLED EQUIPMENT, MACHINERY OR VEHICLE

6450. Do not lean against train, self-propelled equipment, machinery, vehicle or other wheeled equipment.

6451. Do not place clothing, tool or other object where it will foul ladder rung, running board, step, end sill or any safety appliance.

6452. Get on or off equipment that moves on wheels only when it is stopped. Use the side away from "live" track when feasible.

6453. Train or locomotive crew must not be requested to move a train until it is certain that all persons involved are in the clear and understand what moves are to be made. Employees who are to remain in or about the equipment must be warned before movement occurs. Employees who remain in the car must maintain handhold.

6454. Before performing work that requires going under, between or foul of train, self-propelled equipment, machinery, vehicle, or other wheeled equipment, contact the person controlling the movement. Make sure the person knows what you are doing and will not allow movement until you have finished.

6455. Look for "shop car tag" on all rail equipment and avoid defect.

6456. Use steps, ladders and handholds provided when getting on, off, crossing over or crossing between trains, self-propelled or other equipment. Use any available walk and keep your foot clear of the knuckle, cutting lever and space between coupler shank and end of car. Always face equipment whether climbing up or climbing down.

6457. When parking self-propelled or other equipment, stop the engine or motor, remove the key, engage the clutch or gear, and apply the brakes.

6458. Do not ride, stand or sit at the following locations on a moving train, equipment, or vehicle:

- (a) end sill;
- (b) step;
- (c) between units, cars or equipment;
- (d) roof or load of car, unless arranged for and authorized as a working platform.
- (e) top of side or end of open top car, or on edge of flat car;
- (f) any part of such equipment such that foot, hand or any part of body projects beyond side;
- (g) coupler.

6459. When riding train, particularly when switching or where speed is likely to change, you must:

- (a) be seated, if possible.
- (b) use seat safety belt, if available.
- (c) face the direction of movement.
- (d) be braced with handholds.
- (e) ride caboose platform only when designated.
- (f) have firm footing if not seated.
- (g) move about only as is necessary for performance of duty.

6460. When getting off any type of standing equipment observe the ground for unsafe conditions. Place your feet to avoid all obstructions, slippery surface or openings and retain a handhold until foot is firmly placed and supporting your weight.

6461. When necessary to be in drop-end gondola car:

- (a) check that a raised end gate is secured;
- (b) do not use latch or jamb as a handhold;
- (c) if necessary to open the end gate, stand outside and take hold of the grab iron before unlatching and pushing end gate down.

6462. Before opening or closing hopper car door, see that all employees are clear.

6463. When opening hopper car doors, knock or pry pawl from operating mechanism with a suitable tool. Use suitable tool instead of hand to remove material from door opening before closing.

6464. When closing hopper car door, use the method appropriate to the type of latch:

DROP LATCH

- (a) Push door to first notch with bar used as pry against the bottom of the door. When impossible to use bar as a pry, grasp side angle to maintain stability and push door to first notch with foot.
- (b) Securely place suitable bar in loop provided.
- (c) Pull steadily on bar until door latches.

LATCH BAR

- (d) Securely place suitable bar in loop provided.
- (e) Pull steadily on bar until latch bar properly engages hook

6465. To release a vertical geared brake, place the lever in "OFF" position, keeping hands, arms and any other part of body clear of wheel. For those brakes that do not release after placing lever in "OFF" position, take hold of wheel *on the outside*, apply stress until the pawl releases and let go, keeping clear of the wheel.

6466. When releasing a shaft and wheel-type hand brake, apply sufficient stress to release pawl without forcing it from the ratchet. If impossible to do this, get help, and be prepared to re-engage pawl instantly to prevent wheel from spinning. Release brake not more than three notches at a time to permit slack to adjust before completing operation.

6467. To operate a lever (pump handle) hand brake follow these steps:

- (a) operate only if handle stop is not defective or missing;

- (b) to release, place pawl lever or weight in "OFF" position and apply force;
- (c) maintain secure handhold on the handle and place the handle in a down position;
- (d) retain handhold on the handle until brake releases;
- (e) if brake does not release, leave the handle in "DOWN" position, re-engage pawl, lever or weight in "ON" position and report condition to your immediate supervisor.

6468. Use knotted rope secured outside of the car to assist in moving up or down on slope sheets when necessary.

PIT OR CONFINED SPACE

6500. Enter a confined space only after it has been ventilated and secured by the lock-out or tag-out procedure, if necessary. To prevent a hazardous atmosphere, the ventilation shall continue while you or another employee is in the space. If ventilation is impossible, use a supplied-air respirator.

NOTE: The presence of gas is not always detectable by your senses, but dizziness, headache or rapid heart beat is sufficient warning. Upon feeling any of these symptoms, come to the open air immediately:

6501. If it is necessary to enter a confined space that you have a reason to believe may contain a hazardous atmosphere:

- (a) Wear appropriate breathing apparatus; monitor the air with the ventilating equipment "OFF" to determine the contaminant and its concentration. If there is a contaminant, attempt to physically remove it, then wear protective apparel.
- (b) Electrical equipment must be twelve volts or ground fault isolated; keep ground fault interrupters outside of the confined space.

- (c) Station a standby observer trained in rescue procedures and equipped as outlined above at the entrance to maintain watch.
- (d) Maintain communications between interior and the standby observer.
- (e) Use a life line and attach it so that the entrant's body will not jam in an exit opening.

6502. Keep a safe distance from the edge of a pit or trench, unless constructing, inspecting, maintaining or using it. A competent person will inspect daily the excavation, adjacent areas and protective systems. Keep equipment far enough from the edge of an excavation to avoid imposing strain from vibration on the trench walls.

ELEVATED PLACE

6550. Inspect and use stable support, in good repair, for climbing, sitting or reaching. Do not use an improvised or unstable support.

6551. When getting on or off standing train, equipment, machinery, vehicle, or other such elevated areas, use ladder or steps if available. Observe ground, pavement or floor condition and use hand holds.

6552. Use ladder or stepped pole instead of sliding down or climbing cable, rope, pipe, or rod.

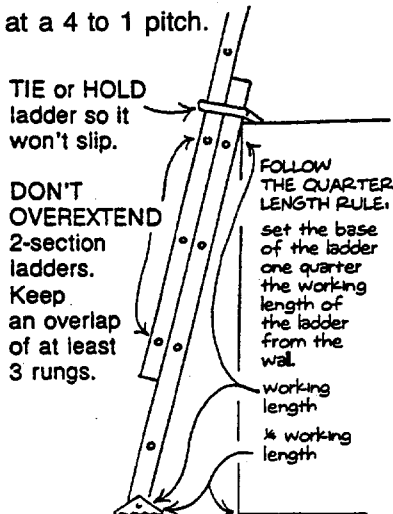
6553. When using any type ladder:

- (a) Set it on a firm level surface.
- (b) Inspect before climbing and as you climb.
- (c) Face it when ascending or descending. Keep your body as close to ladder as possible.
- (d) Have heel against the ladder rung or stirrup if possible. If distance between rung and object to which permanent ladder is secured does not permit this, turn foot slightly sideways and use ball of foot.
- (e) Keep ladder clean, free from grease, oil, mud, snow, wet paint and other slippery material. Keep the soles of your shoes clean.

- (f) Use only non-conductive ladders if there is a chance of contact with electricity.
- (g) Never make a temporary repair to the ladder.
- (h) Have no object or item that interferes with safe movement in your hand or about your body.
- (i) Do not use a ladder occupied by another person.
- (j) Reach out only arm's length from the side of a ladder unless it is secured at the top and you are using a safety belt adjusted to not more than two feet of slack.
- (k) Observe the ground conditions and avoid hazards when getting off a ladder.
- (l) Maintain secure handholds until feet are firmly placed on ground, floor or pavement.
- (m) Either lock or secure doors in closed position if necessary to use ladder within their swing.
- (n) Assign an employee to guard the ladder or erect a protective barrier before using it at a location where person, equipment, machinery or vehicle is likely to collide with the ladder.

6554. When using any portable straight ladder:

- (a) Use one equipped with spikes or non-skid bases.
- (b) Secure base when raising and never set up ladder when it is extended.
- (c) Set it at a 4 to 1 pitch.



- (d) Place top of ladder against a stable nonslip support and secure the top if necessary. If required to place it against a cable, test the cable by throwing a rope or hooking a ladder over it and exerting sufficient force to assure that it will provide adequate support.
- (e) Extend the ladder at least three feet above the roof line or working surface support point. Extension ladder locks must be securely hooked over rungs and the lifting line tied to the base before climbing.
- (f) Do not "walk" or "shift" ladder while standing on it.
- (g) Have secure handhold with at least one hand, unless using safety belt and you have firm footing.
- (h) Maintain a firm grip. Use both hands in climbing, holding side rails and not the rungs.
- (i) Do not stand on the top three rungs. Never climb above the support point.

6555. When using any type of step ladder:

- (a) Fully open step ladder and set spreader to hold.
- (b) Make sure that ladder has all legs on a firm base, otherwise secure it.
- (c) Do not stand, climb, or sit on ladder top, brace or back section.

6556. Apply only transparent wood preservative to a wood ladder.

6557. Ladders should be stored where they will not be exposed to the elements or any source of excessive heat, and where there is good ventilation. If stored in a horizontal position, ladders should be supported at a sufficient number of points to prevent sagging and permanent set.

6558. Ladders and scaffolds, including their parts, must be inspected before using. Defective equipment must be properly repaired before using or separated from serviceable equipment, and tagged.

6559. Do not splice short ladders together or use more than two sections of a sectional ladder.

6560. When at an elevated place look before stepping in any direction.

Work on a roof, platform or other elevated part of structure only after it has been inspected and found to provide adequate support.

6561. Use hand line and when necessary suitable container to convey tool, material, or other objects to employee in elevated position, and to lower the objects when unsafe to drop them.

6562. Rope off space or take necessary precautions to keep public from passing underneath work being performed. Where you cannot isolate the area, provide protection from falling objects.

6563. Keep from under overhead work, unless the nature of your work requires it. If you must pass under overhead work, notify workmen above and see that they are taking precautions to prevent falling objects.

6564. Use ladders, scaffolds, catch platforms, temporary floors, safety lines or safety belts when work places are more than twenty-five feet above the ground, water or other surface. When the use of the above precautions are impractical, rig safety nets.

6565. Use acceptable material for hand rails, platforms and scaffolds.

6566. Lean or reach out only arm's length from the edge of scaffold or platform unless maintaining handhold with one hand and using properly adjusted safety belt and strap.

6567. While working on elevated decks, look before making a step in any direction; keep constant lookout for objects overhead that would cause personal injury if struck.

6568. Use a scaffold or platform only when:

- (a) it is secured to prevent movement, tilting or settling;
- (b) floor boards are at least two inches thick, scaffold grade, and are equipped with end stops or otherwise secured;
- (c) floor is sixteen or more inches in width;
- (d) the gap between the floor boards, or between the floor and toe boards is less than $\frac{1}{4}$ inch;
- (e) it is equipped with hand rails thirty-six to forty-two inches high and toe boards not less than six inches high, both secured to the scaffold;
- (f) the working height does not exceed four times the smaller base dimension; otherwise, the tower must have guys, braces or outriggers.

6569. Move an assembled scaffold only when:

- (a) the planks are removed or both plank ends are secured to support by means other than end stops, and
- (b) hand rails and toe boards are secured against shifting or falling.

Note: Anything left on the platform must also be secured.

WORKING WITH ELECTRICAL APPARATUSES

ELECTRICAL APPARATUS

6600. Work on or about electrical circuit, apparatus or equipment only if qualified and you know its operating voltage and service handled. Follow the lockout tagout procedure.

6601. Use any device, appliance or tool only if it is designed for use in the maintenance and operation of an electrical circuit. Wire, wet rope, steel tape line or linen tape line containing metallic reinforcement must not be used around energized wire, apparatus or equipment. Never use a metal ladder.

6602. Do not depend upon insulation, weather proofing or covering on wire, electrical apparatus or equipment for protection against shock.

6603. Use protection listed below when working on circuit, apparatus or equipment normally energized at the following voltages:

Voltages	Protection
175 to 600 volts	Electrical protective gloves
600 to 2,500 volts	De-energize, ground and work between grounds. If impractical to do so, obtain permission of the supervisor (unless Foreman-Electrician is in charge) and use electrical protective gloves and insulators.
2,500 to 70,000 volts	De-energize, ground and work between grounds unless protected by sleeves and blankets.
70,000 or more volts	De-energize and ground all circuits on the same pole structure before working on any of them, unless the structure provides at least ten feet clearance from any energized circuit.

6604. Unless you are protected by sleeves and blankets, observe the safe distances listed below for work near electrical circuits, apparatus or equipment energized at the shown voltages. These distances apply to your body, tools, and material being handled.

- | | |
|-----------------------|------------------|
| 175 to 2,500 volts | — Avoid contact. |
| 2,500 to 50,000 volts | — three feet |
| 50,000 to more volts | — ten feet |

6605. Unless authorized and instructed by a supervisor on the precautions to use, keep your body and any item being handled ten or more feet from dangling wire or any object that may be hanging from or in contact with electric circuit, apparatus or equipment. Then:

- (a) see that the object is protected until employee responsible for its correction takes charge;
- (b) inform your supervisor of the hazards and actions taken.

6606. Before drilling into a wall or partition, determine the hole position to avoid contact with wire or electrical equipment.

6607. To extinguish fire near energized electrical circuit, equipment or apparatus:

- (a) Keep in the clear until circuits have been de-energized and grounded.
- (b) Use sand or proper extinguisher.
- (c) Do not direct water close to any energized circuit, equipment or apparatus.
- (d) Keep clear of any area in which wire, cable, apparatus or other item is likely to fall.

6608. Remove or replace fuses on energized circuit of 175 or more volts only when wearing electrical protective gloves and using fuse puller or hot stick.

6609. Wear electrical protective gloves when closing an energized circuit breaker by hand. Close contacts as quickly as possible.

6610. The disconnect switch in line with the circuit breaker must not be opened or closed before the circuit breaker has been opened.

6611. A circuit breaker not equipped with a platform must not be operated by hand when the operating lever travels beyond the reach of the employee.

6612. To apply or remove a grounding device:

- (a) Keep as far as practical from circuit. If possible, keep below it and to the side from which the wind is blowing to be clear of any resulting arc.

- (b) Secure the device to ground connection before placing the other end in contact with the line, apparatus or equipment.
- (c) When removing the grounding devices disconnect them from the line, apparatus or equipment, before removing them from the ground connection.

6613. Before working on static condenser or capacitor be sure that it is discharged.

6614. When necessary to work on electrical, hydraulic or other circuit supplying energy to equipment or other device, observe the following:

- (a) Notify the operator of the device that the power circuit is to be de-energized.
- (b) De-energize the circuit, securely attach a warning tag (S 105) to each switch, and lock each switch with a private lock as it is opened.
- (c) The warning tag may be removed or the switch may be operated only by the employee who applied the tag. If the same employee is not available to work on that particular circuit, the employee's supervisor may arrange for the removal of the warning tag for the purpose of putting other employees on the job. These employees shall place their warning tags as outlined.
- (d) If necessary to keep the circuit de-energized for a period of time longer than the hours of duty of the person who applied the original warning tag, the person who relieves the employee shall apply their own warning tag as soon as the original tag is removed.
- (e) If the person who applied the warning tag is not relieved by another employee, the warning tag shall remain on the switch until that person's next tour of duty.
- (f) When work on the circuit is completed, both workmen and operator shall satisfy themselves that the machinery is in proper shape for operation. Warning tags shall then be removed and switches and circuits re-energized.

6615. In connecting a live battery to a discharged battery:

- (a) extinguish all open flames and lit cigarettes near either battery;
- (b) be sure that the polarity is proper;
- (c) attach the connection to the discharged battery first.

6616. All electrical cases must be kept free of tools and material.

6617. Visual inspection of all tools, ladders, and protective barriers must be made prior to and during their use. If they are defective, they may not be used and must be repaired or marked defective and kept separated from serviceable tools and equipment.

WORKING WITH HAZARDOUS MATERIALS FLAMMABLES, EXPLOSIVES, ACIDS OR FUMES

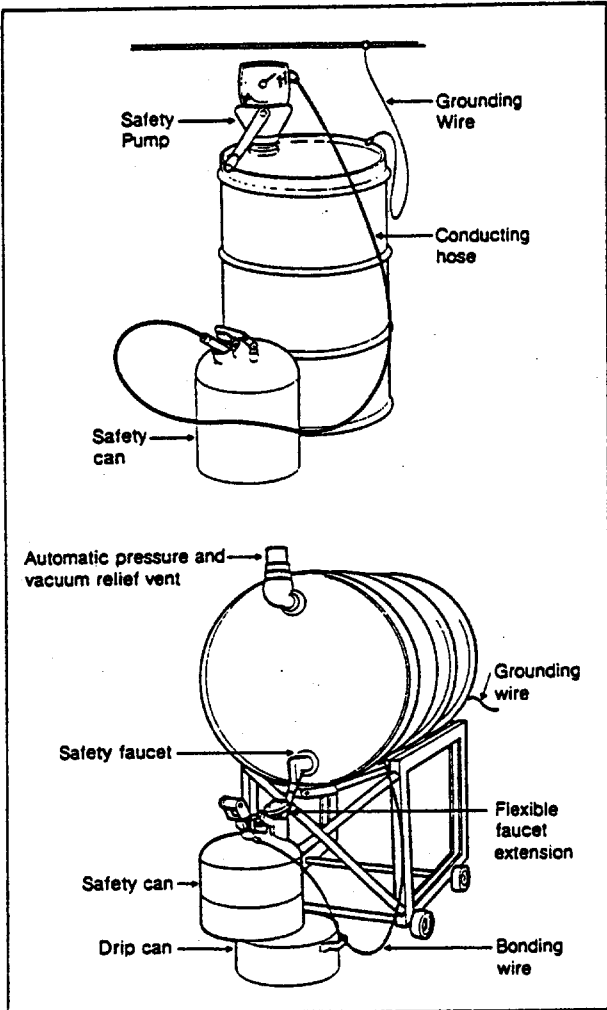
6650. Do not smoke or use any open flame:

- (a) in a posted or otherwise restricted area;
- (b) in a confined space;
- (c) where explosives, flammables, gases, chemicals, storage batteries or other such items are present or are being handled.

6651. Keep the route to a fire alarm, fire extinguisher, water hydrant or other fire fighting equipment clear of obstructions.

6652. Do not use an open flame to thaw a frozen carburetor, fuel line or radiator.

6653. To transfer gasoline or other flammable from a container or to fill fuel supply tank use the applicable precautions listed below:



- (a) Move equipment outside of building, if practical; otherwise, open the windows before pouring and keep them open until the area is free of fumes.
- (b) Turn ignition off and be sure that engine is stopped.
- (c) Use pump or safety can.
- (d) Maintain metal contact between nozzle, pipes, flexible hose or other attachment and container to which transferring.

- (e) When filling a tank leave a one inch air space at the top to prevent overflowing. Also, control the flow and handling to prevent spillage.

6654. Use soft cloth instead of steel wool or steel brush to clean around engine, tank or other place where flammable or explosive fumes may be present.

6655. Before opening container of gasoline or flammable liquid where there is a possibility of pressure build up from heat, loosen cap slightly, cover the cap with a heavy cloth or burlap and complete the operation.

6656. Never cut or weld on or in a container which has been used for oil, gasoline, or other flammable unless it has been purged of all residue.

6657. Keep barrels, cylinders and flammable liquid or explosive containers under complete control while handling. If necessary, use a block, hand line or other aid, to prevent dropping or rough handling.

6658. To light a fusee:

- (a) hold end to be lit downward and far enough away to prevent fire or sulphur dropping onto any part of your body or clothing;
- (b) expose end of cap and press it against ignition powder, pull cap toward yourself and push the fusee away;
- (c) keep lit fusee at arm's length, below shoulder level and move it slowly;
- (d) to extinguish, tap lit end over some low object until the lit portion drops off, keeping it away from weeds, grass or other flammable material.

6659. Do not throw torpedo or fusee into stove or open fire. Keep torpedoes and fusees in a metal container separated from each other and from other objects.

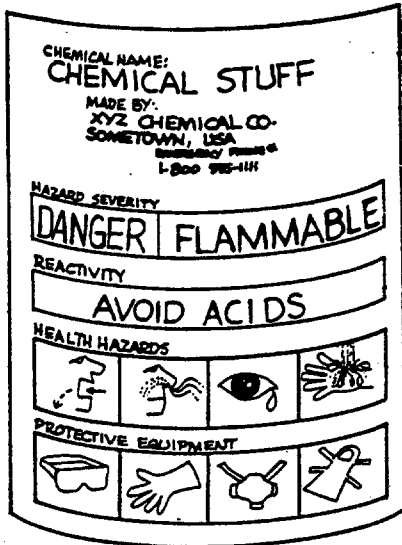
6660. Before operating an internal combustion engine in a confined space, make provisions for the exhaust gases to be expelled outside.

6661. Use the proper solvent for cleaning purposes and provide sufficient ventilation.

6662. Vent, valve or any other safety feature on a tank or container must not be made ineffective.

6663. When handling acid, chemical, solvent, material treated with creosote or other irritant:

- (a) read the warning label on the container before handling any chemical.



- (b) have all parts of your body covered with the proper personal protective equipment;
- (c) have exposed skin protected with barrier cream;
- (d) avoid spilling and remain clear of any spillage;
- (e) do not rub any part of body while handling or exposed to the irritant.

6664. Store pressurized containers or any flammable material away from a source of heat in a well ventilated area.

6665. Dispose of an exhausted pressurized container in accordance with the printed instructions.

TRANSPORTATION OF HAZARDOUS MATERIAL

6675. If your duties are subject to federal, state and municipal laws, or Bureau of Explosives regulations, you must be familiar with the requirements.

6676. Vehicles transporting hazardous materials on public roads must have a shipping paper as required by the Department of Transportation. Use pad CT 570.

6677. Drivers may not move vehicles containing hazardous material unless the vehicle is marked and placarded according to the hazardous material regulations, that is, carrying more than 1,000 pounds.

6678. Any tank, barrel, drum, cylinder or other packaging, not permanently attached to a vehicle, which contains any flammable liquid, compressed gas, corrosive or poisonous material must be secured against movement while it is being transported.

6679. A vehicle containing hazardous materials must not be parked within three hundred feet of an open fire.

6680. No person may smoke or carry a lighted cigarette, cigar or pipe on or within twenty-five feet of a vehicle which contains explosives, oxidizing or flammable materials.

6681. When a vehicle containing hazardous materials is being fueled, its' engine must be stopped.

6682. Before crossing tracks, drivers of placarded vehicles must:

- (a) stop the vehicle within fifty feet of, and no closer than fifteen feet to, the tracks;
- (b) listen and look in each direction for approaching trains;
- (c) be sure that no train will pass in fifteen seconds before proceeding.

PERFORMING SPECIFIC TASKS CUTTING AND WELDING

6700. Weld or cut only if qualified. Employee must carry a qualification card while on duty.

6701. Compressed gas cylinders shall be secured in an upright position at all times except when cylinders are being hoisted or carried.

6702. Lift or transport pressurized cylinders with hoisting equipment only if the cylinders are secured by a cradle or platform designed for hoisting.

6703. Do not weld with defective equipment or hose. Cut bad sections of hose out and repair with standard hose connections.

6704. Move leaking gas cylinder to open air, clear of flammable material or anything that may cause it to ignite.

6705. Regulators and gages must be inspected once every twelve months. The date of inspection must be marked on a small tag and posted on the inside of each gage lens face of the regulator.

6706. Keep oil, grease or any fuel supply away from cylinders or associated equipment. Do not handle the valve on an oxygen cylinder with oily hands or gloves.

6707. Cylinders shall be kept at a safe distance or shielded from welding or cutting operations. Cylinders shall not be placed where they can contact an electrical circuit.

6708. Do not release oxygen or acetylene into regulators, unless you are sure the low pressure adjustment screw is out or in an "off" position.

6709. Open the valve on an oxygen cylinder all the way to prevent leaking at the valve stem.

6710. Never use an acetylene cylinder with the valve turned on more than one and a half turns. Leave the tank key on the cylinder valve for emergency shut down.

6711. Always purge oxygen and acetylene lines a few seconds before lighting torch.

6712. Before cutting through anything, be certain that there is no person on the other side.

6713. Perform cutting, welding or heating operation on container, cored casting, pipe, plugged holes or other such object only if it is properly vented or drilled to permit escape of gas, steam or hot air.

6714. Do not crimp hose to stop the flow of oxygen or acetylene. Crimping allows the oxygen or acetylene from the opposite hose to travel through the torch mixing head and into the crimped hose, causing a backfire in the hose.

6715. Never leave a lit cutting torch unattended and never carry a lit torch while climbing.

6716. Take precautions against accidentally burning your clothing, safety belt or strap with torch flame or sparks.

6717. Upon completing an operation or before moving portable welding or cutting outfits:

- (a) close cylinder valves;
- (b) open torch valves alternately to relieve pressure on gages;
- (c) release regulator valve screws and close torch valves.

6718. Cylinders with valve protecting caps must have the caps replaced as soon as the regulators have been removed. Caps shall be in place when cylinders are transported, moved or stored.

6719. Keep gas cutting or welding outfit clear of load handled by hoisting equipment.

OPERATING SWITCHES

6750. To operate a low switch stand or certain derails equipped with straight- or weighted-type switch lever, observe the following guidelines.

- (a) Warn all persons to clear moving parts and look to be sure that the switch stand, connecting rods, and open point space are free of obstruction.
- (b) Make all movements with firm footing, secure handhold, and a braced position. Lift or push the lever steadily.
- (c) Face the switch stand and place your feet clear of the lever on the side of the switch from which the lever is to be moved.
- (d) Keep your hand clear of switch target and the keeper latch pinch points
- (e) Grip the end of the lever or ball while it is still latched, if equipped with a keeper, and push down to determine the degree of tension.

Note: For switches with excessive tension stand upright and use the foot closer to the stand to release the keeper (staying clear of lever movement). Once the lever has stopped moving, reposition yourself to continue operating the switch.

- (f) If the tension feels to be within the normal range continue to maintain a secure handhold and use the foot closer to the stand to release the keeper latch, if so equipped.
- (g) Raise the lever several inches and replace your foot firmly on the ground.
- (h) Lift the lever up to the vertical position, using both hands, if necessary. Continually reposition yourself to keep the center of your body in line with the switch ball.
- (i) With the lever vertical, begin a downward push repositioning your feet as the lever moves toward the latch. Keep your feet clear of the ball as you push the lever down. Make sure that the keeper, if so equipped, latches it.
- (j) Check to be sure that the diverting switch point fits up properly before authorizing movement over it. See that the derail, if equipped, is in proper position.

NOTE: While operating the switch, bend knees and hold your back straight. If for some reason you cannot follow the above steps, take precautions to operate the switch without incident. Report any defect to your immediate supervisor.

6751. On certain switches, derails and other facilities equipped with a high stand, the operating lever hinges downward. This lever is parallel to a slot in the stand and is secured in that slot. The lever is raised to a horizontal position to operate. When operating:

- (a) Warn all persons to clear moving parts and be sure that the switch stand, connecting rods and open point space are free of obstruction.
- (b) Make all movements with firm footing, secure hand-holds as near as possible to the end of the operating lever, and a braced position. Move the lever steadily.
- (c) Keep your hand clear of the stand keeper slot, or other pinch point.
- (d) Stand on the side of the switch ties on which the lever is latched to the switch stand.
- (e) At arm's length, using your palm only, slowly lift the lever out of the keeper slot and allow it to completely release any tension. If the tension feels to be within normal range, raise the handle to the horizontal position.
- (f) Face the switch stand, place one foot against the side of the headblock to which the lever will be moved. Place the other foot between the headblocks and against the side of the further tie.
- (g) Pull the lever as far as possible without interfering with your braced position.
- (h) Then move to the side of the headblock to which the lever will be latched to the switch stand. Place one foot against the side of the timber and finish pulling the lever so it will be in line with the latch slot below.
- (i) Lower the lever into the keeper slot. Do not use your foot to push the lever.
- (j) Be sure that the diverting switch point fits up properly

before authorizing movement over it. Be sure that the derail, if equipped, is in the proper position.

NOTE: Should the physical characteristics of the switch or any other factor makes it impractical to follow any of the precautions of the above procedure, take precautions to comply with the principles indicated to operate the switch without adverse incident.

HANDLING VEHICLES IN AUTO TERMINALS

6800. When loading or unloading vehicles, employees need not wear seat belts.

6801. Use designated aisles, roadways and loading/unloading pads when loading or unloading vehicle from or on railcar.

6802. If a Terminal has any one way aisles or roadways, vehicles must be driven only in the proper direction on that aisle or roadway. Do not drive through vehicle parking spaces, load lanes or truck loading/unloading areas as short cuts.

When operating the vehicle:

- (a) Test the brakes, and warning devices immediately after starting.
- (b) When starting on a railcar, accelerate slowly for one vehicle length until certain tie down chains are disconnected.
- (c) Do not permit interference or distraction of driver.
- (d) Do not exceed a speed that will prevent stopping short of person or obstruction.
- (e) Reduce speed and give warning if person is close to vehicle.
- (f) When driving a shuttle van, warn employees before suddenly applying the brakes.

6803. Driver must obey the motor vehicle laws and observe all posted terminal speed signs. Vehicles are to be driven at a maximum speed of 15 miles per hour in storage lots, and 5 miles per hour on ramps, and railcars. Slow down and use caution at intersections.

6804. Only one vehicle at a time is allowed on a ramp.

6805. Maintain constant lookout in the direction in which vehicle is moving, particularly when rounding corner, passing doorway, congested place, or intersection for obstruction or other unsafe condition.

6806. To avoid obstruction of vision at intersections, do not park trucks, vans or other high vehicles in the first two or last two bay spaces in any physical row of vehicles.

6807. No vehicle shall be started until employee is completely inside the vehicle and the door is closed.

6808. During inclement weather; such as fog, snow, rain, ice, etc., care must be exercised; windshields must have snow and ice removed. Vehicles must be operated to allow for greater stopping distances. When conditions require, vehicles will be driven with headlights on.

6809. When necessary to work near heated components of vehicle (such as parts of the exhaust system and radiator hoses) Use caution and avoid touching the heated component.

6810. Before unloading vehicles make sure the wheels are pointed straight forward.

6811. Tie downs are to be handled as follows:

- (a) All tie down chains are to be arranged between tie down tracks so vehicles can be driven through rail cars without interference.
- (b) All chock tie downs should be properly stored and end straps should be hung on the proper hook.

6812. When driving vehicles on multi-level railcars watch for and avoid or stop before hitting loose end doors and/or chains.

6813. Use caution when vehicles must be pushed off railcars by hand, only push when standing on tread ways of railcars, which have anti-skid paint. A minimum of two employees must be used if a vehicle must be pushed off by hand. Use extreme caution to avoid falling when pushing a vehicle over bridge plates from one railcar to another.

6814. Before attempting to reinflate tires that are flat, or very low, refer to manufacturer's instructions as to proper method and air pressure. Never over-inflate tires and always watch tire during inflation process.

NOTE: When operating bumper jack refer to Rules 6130 and 6132.

WORKING ON OR ABOUT MULTI-LEVEL EQUIPMENT

6825. Removing Seals — Bolt and Cable

1. Only one person should perform the actual removal of the seal. All other employees must be clear of the area in which the seal could possibly “fly off”.
2. When removing bolt type seal, brace feet firmly on the ground, and maintain a braced position during the process of removing the bolt.
3. Properly discard the seal or bolt to avoid a safety hazard.

NOTE: Do not place any part of the discarded seal or bolt in any hole of the drawbar or coupler.

6826. Opening End Doors

1. On radial end doors (clamshells) use a 3/4 inch socket with an extension as follows:
 - (a) Place the extension firmly in the unlocking device of the railcar.
 - (b) Rotate the handle 1/8th of a turn clockwise or in the direction of the arrow stencilled on the railcar.
 - (c) Roll the door open a few inches, then remove the ratchet.
 - (d) Continue opening the door until it is fully opened and latched.
2. Bifold and trifold doors should be secured open to avoid safety hazard created when doors close unexpectedly.
3. All types of doors should be opened and secured before unloading or loading begins.
4. All end doors must be properly closed and secured before railcar leaves the terminal for outbound movement.

6827. Use caution to insure other individuals are in the clear when lowering tools and/or equipment such as hammers or bridge plates from railcars.

6828. When inside multi-level equipment, determine the available clearance and confine the body movement to space available so that no part of the body will contact any object. Be aware of and remove any debris on decks.

6829. Dismount from each railcar to get on the next railcar instead of jumping from one piece of equipment to another on the same or adjacent track. If bridge plates are on the railcars it is permissible to cross over the bridge plates to the next railcar only when firm footing and secure handholds can be maintained. During icy, snowy, rainy or other conditions that make surfaces slippery dismount each railcar to reach the next railcar.

6830. The air brakes are to be set on all railcars and at least one handbrake set for every fourth car. The handbrakes must be set on the first and last railcars in a string for unloading.

6831. While working on elevated decks, look before making a step in any direction; keep constant lookout for objects overhead that would cause personal injury if struck.

6832. Before attempting to raise any deck, it must be inspected by employee(s) who will perform work to be sure that equipment is in operating order. Check to be sure that all hinges, springs and moveable parts are in good working order and have been greased or oiled. Raising and lowering of moveable decks must be performed with a minimum of two employees. On any deck that is "hard" to raise use other mechanical means such as deck jacks, to avoid injury while raising and lowering. Decks must be secured in the raised or down position with latches or pins provided.

6833. When operating deck jack:

- (a) Make all movements with firm footing and secure handholds.
- (b) Be sure jack is placed so that it will not shift while raising or lowering decks.

- (c) Be sure that you and your fellow workers hands, legs, feet and other parts of the body are clear of all pinch points during movement and not in a position which will result in injury in case jack slips.
- (d) Be sure to keep head below the level of the deck when it is in the down position.
- (e) Warn all persons and be sure they are in the clear, and will stay in the clear, while deck is being raised or lowered.

6834. Multi-level cars are to be placed for unloading in such a manner that vehicles can be driven off forward. Under no circumstances will a vehicle be backed off a rail-car unless authorized by the Terminal Manager or his representative.

WORKING ON OR ABOUT RAMPS

6840. Before operating ramp be sure that all persons who might be affected are in the clear.

6841. When portable ramps or other equipment used to load or unload vehicles are moved from one location to another, there must be one assistant to help guide the movement of ramp.

6842. Loading or unloading ramps must have the brakes applied and outriggers or stabilizers lowered to prevent ramp from moving prior to driving a vehicle on the ramp. Locking pins and leveling jacks are to be properly positioned after ramp is adjusted to the desired height for loading or unloading. Safety chains on portable ramps must be properly secured prior to using raised platforms.

6843. Ramps are not to be raised, lowered or moved while a vehicle or person is on the ramp.

6844. Employees must not be on, under or within three feet of the ramp while it is being raised or lowered.

6845. Before any work or repairs to ramps is started:

- (a) Ignition must be turned off, key (if any) removed, and controls tagged with an out-of-service tag.
- (b) Be properly blocked so that they will not move.
- (c) Have outrigger down to secure against movement.

NOTE: The employee that applies out-of-service and secures ramp(s) for repairs and/or maintenance will be responsible for the prompt removal of same after the work is completed.

6846. All moveable decks on a ramp must be properly secured in proper position prior to loading or unloading.

6847. Portable bridge plates on ramps must be properly secured and all safety pins or locking devices must be in place before ramps or other machines are used for loading or unloading.

6848. Loading ramps are to be properly maintained and serviced regularly. They are to be inspected twice daily, once prior to use and again at the end of the work day, by a qualified employee and if found defective, removed from service, until repairs are made. Locking pins, cables, hydraulic hoses and support members are to be regularly inspected for proper working condition.

6849. Tread areas on ramps are to be maintained in good repair and free of sharp metal edges which could damage tires or catch on undercarriage of vehicles.

6850. Only qualified authorized employees are permitted to operate loading or unloading ramps.

6851. Before using ramps, employees must be familiar with their use and rated capacity and use them only for the purpose intended.

HANDLING BRIDGE PLATES

6860. Bridge plates should be placed on all decks of all railcars to be unloaded prior to beginning unshackling of vehicles.

6861. Bridge plates must be stored neatly. If stored on the ground, the bridge plates should be placed with the anti-skid paint side up and stacked no more than three high.

6862. Bridge plates are to be placed with the hinged end attached to the railcar from which the vehicle is to be driven. The only exception to this is if the deck of one railcar is higher than another, then the hinged end is attached to the railcar with the higher deck height. If the barrel hinge adaptor is damaged or missing and will not allow proper hinge connection, the bridge plate should be attached to the opposite railcar.

IN INTERMODAL

6865. Wear reflective safety vest when working in trailer inspection lanes.

IN FLEXI—FLO VEHICLE LOADING AND UNLOADING

6870. Sufficient hand brakes must be applied on cars standing on the track to be loaded or unloaded, to make them secure.

6871. Loading or unloading ramps must have brakes applied and outriggers or stabilizers lowered to prevent ramp from moving.

6872. All movable decks must be properly secured in up position prior to loading or unloading.

6873. On rail cars so equipped, collapsible safety appliances (hand rails) must be raised before loading or unloading.

6874. Portable bridge plates must be properly secured and all safety pins, chains, or locking devices must be in place before ramps or other machines are used for loading or unloading.

6875. Vehicle parts (muffler, tailpipe, bumper, etc.) that become dislodged or disconnected must have the condition corrected before further movement of vehicle is made.

6876. Caution must be exercised when handling heated exhaust systems in order to avoid burns.

6877. All movable transfer equipment must have wheels chocked.

6878. No vehicle shall be started or operated until employee is completely inside the vehicle and the door is closed.

6879. During inclement weather, fog, snow, rain, ice, etc. care must be exercised; windshields must have snow and ice removed, vehicles must be operated to allow for greater stopping distances. When conditions require, vehicles will be driven with headlights on.

6880. When conditions are encountered that in any way cause damage to a vehicle during loading or unloading operations, operations must cease at once. The supervisor must be notified and loading or unloading is not to be resumed until condition is corrected.

6881. Tires are to be installed in compliance with manufacturer's specifications.

6882. Before fueling any equipment or vehicle, be sure it is not running.

6883. To avoid fuel spillage, leave sufficient room for expansion when filling fuel tanks.

6884. All free moving trailer tongues should be secured in an upright position when not in use, if design permits.

6885. Walking on top of tank cars or trucks other than designated walkways is prohibited.

6886. When loading or unloading truck, trailer, skid, self-propelled or other wheeled equipment make sure that:

- (a) It is not overloaded.
- (b) The load is securely placed.
- (c) Two wheel hand truck does not upend, by placing load on handle end first and removing that portion of the load last.
- (d) The load is secured by rope or other approved means, if necessary.

6887. Leave material or part of equipment of machinery being applied or removed only when it is adequately secured.

6888. In using or working with transporting equipment that is not power operated:

- (a) Pull instead of pushing it.
- (b) Walk clear of and in the direction it is moving instead of riding or coasting on any part.

6889. With secure handhold pull instead of pushing any truck or flat out of the way with foot or self-propelled equipment.

6890. Keep hand clear of top or other pinch point of trestle, block, jack or other such facility being placed under equipment or material.

6891. Conveyor, chute or other such facility must not be used as step, walk or a means of personal transportation.

6892. When operating mechanical equipment that has spring type power release seal or pedal make sure that hands and feet are clear before depressing seal or pedal.

6893. When operating or riding on mechanical equipment or vehicle keep hand, arm, foot, leg or other part of body in a position that it will not extend beyond side or end of the foot platform, equipment, vehicle or beyond the end of the steering lever.

6894. Operate self-propelled or mechanical equipment that has controls on one or both ends from the forward end unless:

- (a) Moving down incline.
- (b) Necessary to make moves in both directions in order to get load in a position to move forward.
- (c) Moving heavy or unwieldy object necessitating backward move.
- (d) Placing equipment close to wall or other obstruction.

6895. Couple or uncouple self-propelled or mechanical equipment, truck trailer or other equipment only:

- (a) When it is stopped.
- (b) With thorough understanding with the operator as to how he will safeguard the operation.
- (c) With fingers, hand, foot, leg or other part of body clear of the coupler or other pinch point.

6896. Operate hand truck. Self-propelled equipment conveyor or other transporting equipment only when sure that load thereon is safely placed, and secured, if necessary.

6897. Be sure that mechanical equipment and, all trucks or trailers attached thereto are stopped before operating in reverse direction.

6898. Before using support mobile conveyor with stable support at each end and at sufficient number in intermediate points to insure its stability.

6899. Before transferring hazardous material, have available a running water source or approved safety shower which is easily accessible and the location is known to everyone involved in transfer operation.

6900. Emergency chemical showers and eye wash stations will be tested daily.

6901. All employees must be on constant alert for leaking of commodities from product hoses and rail car fittings. Should a leak develop during the rail/truck transfer, loading must cease until problem is corrected. Employee must notify Supervisor of leak as soon as possible.

6902. On bottom unloading tank cars remove belly cap slowly and watch for drips. If leaking, retighten, stop, and notify Supervisor.

6903. When operating a slide gate covered hopper car:

- (a) use only approved car door opening bar or device,
- (b) make certain bar or device is fully engaged in car door ratchet opening,

- (c) keep feet firmly planted on ground,
- (d) in the event bar should slip, make certain all parts of body are in the clear.

6904. Railcar and bulk truck hatches, dome lids, valves, and pressure relief devices must be secured prior to moving such equipment throughout terminal area.

6905. Always point end of hose away from your body when removing cap or plug.

6906. Before attaching or removing components from pressurized equipment, verify that such equipment is not pressurized.

6907. When opening or closing cover of covered hopper or tank car, employees must position themselves in such manner so that cover door can be moved in safe manner.

STEAM HEATING

6910. When unhooking steam hose from railcar:

- (a) close steam valve,
- (b) loosen nut,
- (c) let condensation completely drain,
- (d) position yourself in such a manner that hose will not strike any part of your body (if it should fall),
- (e) proceed to unhook hose.

6911. Properly vent encrusted liquid commodities in tank cars prior to heating.

TRANSFERRING FLAMMABLE MATERIALS

6920. Properly ground truck to rail car and rail prior to attaching transfer hoses. Ground lines may be removed only after all other transfer devices have been disconnected.

6921. Smoking is prohibited within 100 feet of transfer point.

6922. Gasoline engines shall not operate within 100 feet of transfer point.

6923. Only sparkproof tools may be used when transferring flammable material.

6924. Do Not Exceed proper outage for commodity being transferred.

6925. Radios are not permitted to operate in transfer area.

SAFETY CALENDAR AUTO

Date	January	February	March	April	May	June
1	6653		4	6840	6250	6423
2	1	2	3	4	5	6
3	6022	6023	6030	6031	6032	6033
4	6127	6128	6129	6130	6131	6150
5	6350	6351	6352	6353	6354	6355
6	6458	6459	6460	6461	6465	6466
7	6110	6260	6457	6021	6126	1
8	6552	6553	6554	6555	6556	6557
9	6651	6652	6653	6654	6655	6656
10	6654	6126	6021	6841	6650	6457
11	6833	6834	6840	6841	6842	6843
12	6020	6122	9	6036	6153	6358
13	6254	6451	29	6102	6253	6450
14	6364	6031	6566	6664	6800	26
15	13	14	15	16	17	18
16	6041	6042	6043	6050	6051	6052
17	6157	6158	6159	6160	6166	6167
18	6362	6364	6365	6366	6400	6401
19	6564	6566	6567	6568	6569	6600
20	6663	6664	6665	6750	6751	6400
21	6751	6800	6801	6802	6803	6804
22	25	26	27	28	29	30
23	6061	6176	6100	6101	6102	6103
24	6174	6175	6250	6251	6253	6254
25	6421	6422	6423	6424	6450	6451
26	6607	6608	6609	6610	6611	6612
27	6812	6813	6814	6267	6825	6826
28	6850	6851	6860	6861	6862	6853
29	6003	6004	6005	6006	6653	6010
30	6112		6113	6114	6116	6117
31	6261		6262		6263	

SAFETY CALENDAR

AUTO

Date	July	August	September	October	November	December
1	6609	6814	6860	6005	6113	6262
2	7	8	9	10	11	12
3	6034	6035	6036	6038	6039	6040
4	6151	6152	6153	6154	6155	6156
5	6356	6357	6358	6359	6360	6361
6	6467	6500	6501	6502	6550	6551
7	6061	6109	6259	6456	6617	6831
8	6558	6559	6560	6561	6562	6563
9	6657	6658	6659	6660	6661	6662
10	6260	6110	6002	6811	6840	6750
11	6844	6845	6846	6847	6848	6849
12	6501	6259	6004	6560	6151	6103
13	6611	6825	6862	6132	6642	6158
14	6177	6175	6422	6608	6813	6851
15	19	20	21	22	23	24
16	6055	6058	6060	6062	6063	6069
17	6168	6169	6170	6171	6172	6173
18	6402	6403	6404	6405	6406	6420
19	6601	6602	6603	6604	6605	6606
20	4	6031	6130	6353	6461	6021
21	6805	6806	6807	6809	6810	6811
22	31	33	34	6006	6001	6002
23	6105	6106	6107	6108	6109	6110
24	6255	6256	6257	6258	6259	6260
25	6452	6453	6454	6455	6456	6457
26	6613	6614	6615	6616	6617	6650
27	6827	6828	6829	6830	6831	6832
28	6461	6021	6555	6654	6555	6841
29	6011	6012	6013	6014	6020	6021
30	6118	6119	6120	6121	6122	6126
31	6264	6265		6266		6267

SAFETY CALENDAR
FLEXI-FLO

Date	January	February	March	April	May	June
1	6174	6451	6169	6177	6450	6424
2	1	2	3	4	5	6
3	6021	6022	6023	6030	6031	6032
4	6110	6111	6112	6113	6114	6115
5	6250	6251	6253	6254	6255	6256
6	6319	6320	6350	6351	6352	6353
7	6456	6457	6458	6459	6460	6461
8	6600	6601	6602	6603	6604	6605
9	6656	6657	6658	6659	6660	6661
10	6706	6707	6708	6709	6710	6711
11	6879	6880	6881	6882	6883	6884
12	6903	6904	6905	6906	6910	6911
13	6569	6116	6422	6317	6568	6174
14	6718	6719	6750	6751	6870	6871
15	13	14	15	16	17	18
16	6039	6040	6041	6042	6043	6050
17	6122	6123	6124	6125	6126	6127
18	6263	6264	6265	6266	6176	6300
19	6360	6361	6362	6364	6365	6366
20	6467	6468	6500	6501	6502	6550
21	6612	6613	6614	6615	6616	6617
22	25	26	27	28	29	30
23	6057	6058	6059	6061	6062	6064
24	6152	6153	6154	6155	6156	6157
25	6307	6308	6309	6310	6311	6312
26	6557	6558	6559	6560	6561	6562
27	6677	6678	6679	6680	6681	6682
28	6891	6892	6893	6894	6895	6896
29	6002	6003	6004	6005	6006	6132
30	6070		6100	6101	6102	6103
31	6164		6166		6168	

SAFETY CALENDAR

FLEXI-FLO

Date	July	August	September	October	November	December
1	6167	6421	6420	6406	6071	6165
2	7	8	9	10	11	12
3	6033	6034	6035	6036	6037	6038
4	6116	6117	6118	6119	6120	6121
5	6257	6258	6259	6260	6261	6262
6	6354	6355	6356	6357	6358	6359
7	6462	6463	6464	6465	6466	6464
8	6606	6607	6608	6609	6610	6611
9	6662	6663	6664	6665	6675	6676
10	6712	6713	6714	6715	6716	6717
11	6885	6886	6887	6888	6889	6890
12	6920	6921	6922	6923	6924	6925
13	6901	6452	6453	6172	6454	6455
14	6072	6873	6874	6875	6876	6877
15	19	20	21	22	23	24
16	6051	6052	6053	6054	6055	6056
17	6128	6129	6130	6131	6150	6251
18	6301	6302	6303	6304	6305	6306
19	6400	6401	6402	6403	6404	6405
20	6551	6552	6553	6554	6555	6556
21	6650	6651	6652	6653	6654	6655
22	31	32	33	34	6000	6001
23	6065	6066	6067	6068	6069	6608
24	6158	6159	6160	6161	6162	6163
25	6313	6314	6315	6316	6317	6318
26	6563	6564	6566	6567	6568	6569
27	6700	6701	6702	6703	6704	6705
28	6897	6011	6012	6013	6014	6020
29	6010	6011	6012	6013	6014	6020
30	6104	6105	6106	6107	6108	6109
31	6170	6171		6173		6175

SAFETY CALENDAR
INTERMODAL

Date	January	February	March	April	May	June
1	6	6681	6006	6032	6103	6557
2	1	2	3	4	5	6
3	6021	6022	6023	6030	6031	6032
4	6070	6132	6100	6101	6102	6103
5	6152	6153	6154	6155	6156	6157
6	6263	6264	6265	6266	6176	6300
7	6406	6420	6421	6423	6424	6450
8	6307	6308	6309	6310	6311	6312
9	6456	6457	6458	6459	6460	6461
10	6557	6558	6559	6560	6561	6562
11	6656	6657	6658	6659	6660	6661
12	6706	6707	6708	6709	6710	6711
13	6262	6405	6655	6705	6020	9
14	6865	6261	6000	6404	6654	6704
15	13	14	15	16	17	18
16	6039	6040	6041	6042	6177	6050
17	6110	6112	6113	6114	6115	6116
18	6166	6167	6168	6169	6170	6171
19	6319	6320	6350	6351	6352	6353
20	6467	6500	6501	6502	6550	6551
21	6600	6601	6602	6603	6604	6605
22	25	26	27	28	29	30
23	6057	6058	6059	6062	6069	6718
24	6122	6126	6127	6128	6129	6130
25	6250	6251	6253	6254	6255	6256
26	6360	6361	6362	6364	6365	6366
27	6612	6613	6614	6615	6616	6617
28	6677	6678	6679	6680	6681	6682
29	6002	6003	6004	6005	6006	6422
30	6458		6658	6655	6000	6041
31	6559		6708		15	

SAFETY CALENDAR**INTERMODAL**

Date	July	August	September	October	November	December
1	6157	6300	6450	6312	6461	6562
2	7	8	9	10	11	12
3	6033	6034	6035	6036	6037	6038
4	6105	6106	6107	6108	6109	6614
5	6158	6159	6160	6679	6004	6658
6	6301	6302	6303	6304	6305	6306
7	6451	6452	6453	6454	6455	6708
8	6313	6314	6315	6316	6317	6318
9	6465	6466	4	6030	6101	6155
10	6563	6564	6566	6567	6568	6569
11	6662	6663	6664	6665	6675	6676
12	6712	6713	6714	6715	6716	6717
13	6035	6107	6160	6303	6453	6105
14	6014	6069	6129	6255	6365	6616
15	19	20	21	22	23	24
16	6051	6052	6053	6054	6055	6056
17	6117	6118	6119	6120	6121	6266
18	6172	6173	6174	6175	6423	6310
19	6354	6355	6356	6357	6358	6359
20	6552	6553	6554	6555	6556	6459
21	6606	6607	6608	6609	6610	6611
22	31	32	33	34	6000	6001
23	6718	6719	6750	6751	6865	6709
24	6131	6150	6151	6560	6659	6705
25	6257	6258	6259	6260	6261	6262
26	6400	6401	6402	6403	6404	6405
27	6650	6651	6652	6653	6654	6655
28	6700	6701	6702	6703	6704	6705
29	6010	6011	6012	6013	6014	6020
30	6113	6350	6602	27	6127	6253
31	6168	6501		6059		6362

