

S7B
R6 1-94



SAFETY RULES

CLERICAL EMPLOYEES

**Effective
September 1, 1993**

RECEIPT

(Date)

NAME

(Please Print)

EMPLOYEE NUMBER

Received a copy of Safety Rules, Form S7-B 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

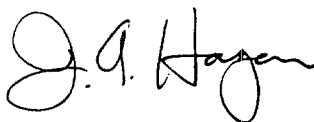
Issued by

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 Operating Officer**

NOTICE

These rules are effective September 1, 1993 and supersede any previous Safety Rules for Station and Other Clerical Employees.

These rules apply to all Clerical Employees. 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 In addition, manufacturers' recommendations and instructions shall be followed unless superseded by company rules or instructions. In addition, the applicable portion of the following with any other applicable or subsequent instruction must be observed by employees affected thereby:

- Rules of the Transportation Department
- Safety Rules for other department in which employee works.
- Timetable For The Government of Employees.
- General Orders, Bulletin Orders, General Notices.
- CT 225—Hazardous materials Regulations.
- CT 290—Electrical Operating Instructions.
- 901—Instruction for Prevention and Control of Fires.
- Dominion, Federal, Province, State or Local Requirements.

The safety rules in the S7B are grouped under headings for convenience. However, observe the applicable precautions wherever they relate in any way to the discharge of your duties.

Employees to whom these rules apply shall:

- (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:

A handwritten signature in black ink that reads "David M. Lohan". The signature is written in a cursive style with a large, sweeping initial "D" and a long, horizontal flourish extending to the right.

Executive Vice-President

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DEFINITIONS AND GENERAL RULES

DEFINITIONS

TERM	MEANING
A.N.S.I.	American National Standards Institute.
Equipment	Any apparatus that moves on the track, highway, or elsewhere.
Immediate Supervisor	A person in charge of the work being performed.
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.
Personal Protective Gear	Devices tested and approved for a specific purpose and designed to safeguard an individual.
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.
Vehicle	Self-propelled equipment designed for highway use.

GENERAL RULES

- 1. If there is any conflict between instructions/orders and Safety, Safety will always be the only acceptable consideration.**
- 2. Good housekeeping is essential; therefore, keep everything for which you are responsible orderly and clean.**
- 3. 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.**
- 4. 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.**
- 5. Keep as far as practical from passing trains or equipment to avoid projections or any dragging or falling objects.**
- 6. Modifications must not be made to equipment or tools unless authorized.**
- 7. 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.**
- 8. Protect the point of a pencil, screwdriver, or other pointed tool when it is in or about your clothing.**
- 9. 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.**
- 10. You must NOT perform any act that defeats the purpose of a safety device such as an electrical fuse or pressure valve.**

11. 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.
12. You must NOT operate or ride on any type of equipment except as necessary in the performance of your duties or with proper authorization.
13. 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.
14. Flammable gases, liquids, or solids must NOT be stored near a pilot light, open flame, or other source of open heat or light.
15. 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.
16. Water must NOT be used to extinguish a fire on or near electrical equipment, circuits, or apparatus.
17. You must use safety belts or harnesses wherever provided.
18. 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.
19. You may wear contact lenses in office areas only.

- 20. DO NOT** throw any item, except when required in the proper performance of your duties.
- 21.** 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.
- 22.** Never eat, drink, or store food or beverages in any area exposed to toxic material.
- 23. DO NOT** use drinking water containers for any other purpose.
- 24.** If you cannot safely perform a job, then you may NOT perform it.

EMPLOYEE RESPONSIBILITIES

RESPONSIBILITIES

2000. 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.

2001. 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.

2002. 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.

2003. Immediately call to the attention of a fellow employee any action not in compliance with the safety rules.

2004. Know the location of first aid kits and lifesaving equipment and use that equipment only for the purpose intended.

2005. You must NOT rely on the watchfulness of others, when you can avoid it. You must protect your own safety.

2006. Employees whose duties are subject to federal state and municipal laws or Regulations of the Bureau of Explosives, must familiarize themselves with all the requirements thereto and avoid violations.

CONDUCT

2010. Employees are prohibited from engaging in the following activities while on duty or reporting for duty:

1. Using alcoholic beverages or intoxicants, having them in their possession, or being under their influence.
2. Using or being under the influence of any drug, medication, or other controlled substance—including prescribed medication—that will in any way adversely affect their alertness, coordination, reaction, response or safety. Employees having questions about possible adverse effects of prescribed medication must consult a Company medical officer before reporting for duty.
3. Illegally possessing or selling a drug, narcotic or other controlled substance.

2011. 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.

2012. Smoking or the use of open flames is prohibited:

- (a) where explosives, flammables, acids, gases, or other chemicals are either stored or handled;
- (b) in other restricted or unauthorized areas,
- (c) in confined spaces.

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

2013. DO NOT take part in scuffling, practical jokes or horseplay while on duty or on company property.

2014. Use or possession of firearms or other weapons is prohibited while on duty or on company property.

ATTIRE

2020. 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) Clothing should be sufficient to protect against the environment in which you are working. The chart below shows those conditions that may require additional protection.

		Actual Temperature Reading (°F)										
		50	40	30	20	10	0	-10	-20	-30	-40	-50
Cooling Power of Wind on Exposed Flesh Expressed as Equivalent Temperature (under calm conditions)*												
Estimated Wind Speed (In mph)	Equivalent Chill Temperature (°F)											
	calm	50	40	30	20	10	0	-10	-20	-30	-40	-50
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.

2021. 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.

2022. You must wear footwear of sturdy construction preferably at least six inches high unless in an office environment. ANSI class 75 toe protection is recommended. This footwear must be completely secured by provided fastening devices.

Footwear used in other than an office environment 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 definite heel, not over two inches high.

Employees working exclusively in offices must wear footwear that covers the toes and heels at a minimum. Sneakers and tennis shoes are not permitted.

2023. 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

2030. 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.

2031. Keep all walkways free of any obstruction, tripping or slipping hazard.

2032. When walking through a hall, passageway or on stairways:

- (a) keep to the right;
- (b) use handrails 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;
- (g) never run up or down steps.

2033. 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.

2034. 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.

2035. DO NOT walk or stand on track, driving lane or highway vehicle parking area unless it is required in the performance of your duty.

2036. 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.

2037. Walk against the current of traffic and keep sharp lookout in both directions for approaching trains or vehicles. Walk clear of track or driveway when duties permit.

2038. Cross track 15 or more feet from standing train. DO NOT pass under, over or between train, vehicle or trailer.

2039. When crossing tracks, take the shortest route after looking both ways. If more than one track is to be crossed, stop and look before crossing each track.

2040. Cross in front of moving train or equipment only if it is a sufficient distance away to permit reaching the opposite side at least 15 seconds prior to the passage of such train or equipment.

2041. If necessary to look away from direction in which walking, STOP.

2042. Walk, carefully when conditions obscure your vision.

USING PROTECTIVE GEAR

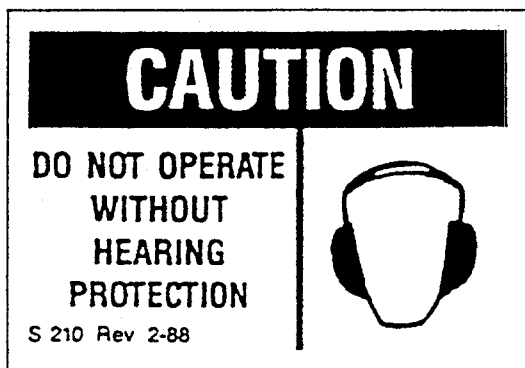
PERSONAL PROTECTIVE GEAR

2050. 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.

2051. 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.

2052. Wear hearing protection when operating or working close to any equipment or machinery (including power tools) marked with a warning label, or within an area designated as requiring mandatory hearing protection.



2053. Use respiratory protection when exposed to fumes, dust, mist, vapors 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.

2054. Wear appropriate gloves, and clothing when 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.

2055. Apply barrier creams to the skin when other protective gear cannot be used. Apply it only to clean skin and reapply often.

2056. Wear appropriate face shield when handling or working with acid, chemical, fuel oil or other irritant.

NOTE: Use of face shield must be done in conjunction with the wearing of primary eye protection, i.e. glasses and/or goggles.

IN AND ABOUT OFFICES, BUILDINGS, ETC.

2060. Knives, pencils, pens, scissors, letter openers or other pointed objects shall not be left on edge of desk or in any place they may cause injury. If stored in containers on desk, all points should face down. They shall be carried in a manner to avoid accident, and used for the purpose intended.

2061. Keep razor blades, thumbtacks and other sharp objects in a closed container.

2062. Keep pencils and pens stored flat in a drawer. DO NOT carry pencils behind the ear. Remove staples with a staple remover, not your fingernails.

2063. Use care when handling papers to avoid cuts. Use rubber finger guard when working with stacks of papers. Pick up a sheet of paper by the corner, not the sides. Use a letter opener to open envelopes or packages sealed with paper tape, and a wetting device (not the tongue) for sealing envelopes.

2064. When you are cleaning or reaching into any drawer:

- (a) Look for and avoid the sharp edge of any utensil or any other object.

- (b) Look for and keep your fingers and hands clear of all pinch points.

2065. Never touch a hot light bulb — it can reach temperatures over 400°F. Wait for it to cool.

2066. To avoid possible eye, or other injury, refrain from throwing articles such as cards, paper clips, etc.

2067. When using a chair or stool:

- (a) Hold chair in place with hand before sitting down.
- (b) Keep all the legs of a chair or stool on the floor while using it as a seat.
- (c) Do not scoot across the floor while sitting on a chair nor lean back in the chair and place feet on desk.
- (d) Never use a chair or stool in place of a ladder for climbing purposes.

2068. DO NOT use a floor-mounted electrical outlet, radiator, or other heating device as a foot rest.

2069. Office machines should not be placed near the edges of tables or desks on which they are used. Machines that creep during operation should be secured.

2070. Report any sharp edges, splinters, or defective parts on office furniture and avoid injury from defect until repaired or replaced.

2071. Allowing filing cabinet or desk drawers to remain open is prohibited.

2072. Contents of filing cabinets shall be arranged so as not to overbalance cabinet. Contents must be distributed throughout the entire cabinet rather than in top drawers.

2073. DO NOT attempt to lift or move bulky or heavy equipment or materials alone. Get someone to assist.

2074. Wastebaskets shall not be used for disposal of sharp objects, glass, or other articles which may cause injury. Such articles should be placed in special containers, or wrapped, marked, and placed beside wastebasket for disposal. Contents of ashtrays must be completely extinguished before being emptied into wastebasket.

2075. The key elements in storage are neatness and stability. Therefore:

- (a) Store heavy objects close to the floor.
- (b) Ensure that all materials are stored *inside* cabinets, files and lockers—not on top.
- (c) Stack boxes or supplies to a height of not more than 6 feet.

2076. Papers, boxes and other combustibles must NOT be stored near machinery or electrical equipment, which could overheat or spark and cause the material to ignite.

2077. Rolling ladders and stands used for reaching high storage should have brakes that operate automatically when weight is applied.

2078. Use of flammable fluid to clean an electrically operated machine is prohibited.

2079. Any employee who notices a tingling sensation when touching a machine, or sees it smoking or sparking, should unplug it, put an "OUT OF ORDER", sign on it, and report it to the supervisor.

2080. To reduce fraying and bending of electrical wires, grasp the plug to pull it out of the receptacle; never jerk the cord. Avoid bending the cord sharply around an obstruction.

2081. Telephone or electrical cords in walking areas must be encased by floor molding.

2082. Beverages should never be set on or around any electrical machinery.

2083. To avoid spills or burns, use a tray for carrying coffee or hot liquids in cups for any distance. Take time to wipe up spills.

2084. Business machines must never be adjusted or cleaned while in motion. If machine jams, power shall be turned off before an attempt is made to remove obstruction.

2085. Caution must be used in operating paper cutters, trimmers, and power punches. Keep fingers clear of the cutting blades. The blade of a paper cutter must not be left open after use.

2086. Electric fans shall NOT be handled while in operation. Fans should NOT be placed on the floor in locations where they are likely to cause injury, except when special safeguarding equipment is provided. Use of unguarded fans is prohibited.

2087. All exposed rotating gears, belts, couplings, and other moving parts in which fingers, hands, extremities, or hair might be caught, shall be covered with adequate guards. Such guards shall NOT be removed except for maintenance work on machines.

2088. Avoid the swing path of a solid door. Approach the door from the side away from the hinges. Before getting in front of the door, grasp the knob and start opening it. If someone comes through, step back.

2089. All doors to enclosed stairwells must be kept closed.

2090. If a fire is discovered, no matter how small, sound the alarm and notify the fire department, alert the floor captains and other employees, and evacuate the area.

- (a) Start evacuation immediately. Know the prime fire exit and a secondary exit (in case the prime exit is blocked). Move calmly to the exits, closing doors as you go.
- (b) Feel every door before opening it. If it's hot, don't open it. If cool, open slowly and stay behind the door. If heat or pressure comes through the door, slam it shut.

NOTE: The elevators **MUST NOT** be used for escape.

- (c) If you can't get to safety, retreat to a room with a window. Shut the door, sealing off cracks if you can, to keep the smoke out. If above the second floor, open the window to get fresh air and signal firemen. Wait for help; **DO NOT JUMP!**

IN AND ABOUT LUNCHROOMS

2091. When using appliances always follow the manufacturer's instructions. When operating microwave ovens follow these guidelines:

- (a) DO NOT put sealed glass containers or narrow necked bottles in the cooking chamber because they may shatter.
- (b) DO NOT use any metal objects or foils in the cooking chamber.
- (c) DO NOT attempt to cook whole eggs or "nonporous-skin" food without piercing the shell or skin. (Examples: potatoes, apples, egg yolks, sausages)
- (d) DO NOT use recycled paper products for cooking because the impurities they contain may cause fires.
- (e) Use care to avoid escaping steam when opening containers.
- (f) Be conservative when selecting cooking time. You may always add cooking if required.
- (g) DO NOT leave the area while food is being heated.
- (h) In case of fire in the oven, leave the door closed, set the timer to zero, and disconnect the power cord.

2092. DO NOT attempt to handle containers with hot food by unprotected hand. Use a pad, mitt, pot holder or other utensile designed for this purpose.

2093. Carefully read instructions posted on vending machines. In addition:

- (a) Never tilt, push, or attempt to move any vending machine to free a stuck item. If a jam occurs, call the vendor.
- (b) Do not use force to remove any item from the machine.

2094. Never hold food in your hand while cutting it. Place food on a napkin or plate and cut away from your hands and body.

2095. To prevent tripping injuries push chairs in toward tables before leaving a room.

2096. Clean your eating area and dispose of trash properly.

2097. Make sure coffee basket is securely placed in coffee maker before adding water.

VEHICLE OPERATION

2100. 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.

2101. 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.

2102. 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.

2103. When on a highway, get in or out of vehicle from the side away from traffic, whenever practical.

2104. When riding in a vehicle, always ride in the provided cab and remain seated. Do not crowd the drivers seat.

2105. 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).

2106. 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.

2107. 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.

2108. Employees must NOT add air to any multi-piece (split) rim tire. Air may be added only by persons qualified to do so.

2109. 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.

2110. 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.

2111. 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.

2112. 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.

2113. 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.

2114. 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.

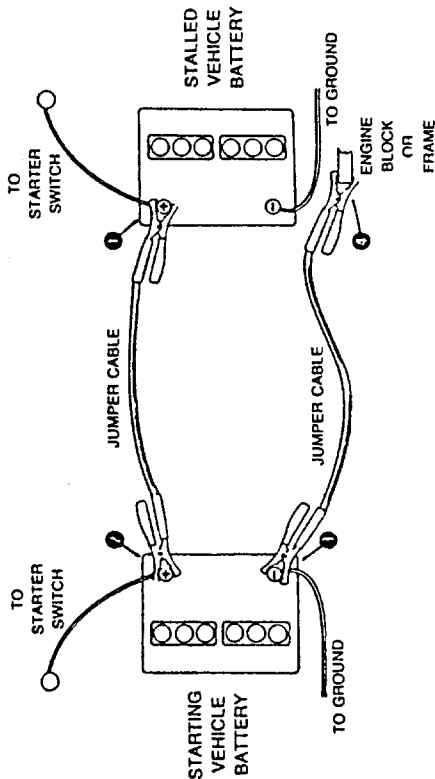
2115. When driving, and you encounter:

- (a) Wet brakes — step lightly on the brake as you drive and the heat will dry them out.
- (b) Steep hills — Slow down and be in the right gear before starting down the hill. Then a steady light use of the brake will keep your speed from increasing.
- (c) Breakdown — get completely off the travelled portion of the road. Use four-way flashers and set out flagging protection, if required.

2116. 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. Check cables prior to use.
- (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.

2117. Loosen or remove cap from steaming radiator only when sure that radiator has cooled sufficiently to prevent steam or hot liquid gushing out and then only when the cap is covered with heavy cloth, glove or burlap unless the radiator cap is designed for such purpose, which may be loosened only to the extent necessary.

HANDLING MATERIALS

2120. 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.

2121. 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, or use a mechanical device when practicable.
- (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.

2122. 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 2121 and then rest it on a support to change your grip.
- (c) Bend knees and use the leg muscles for the final lift.

2123. 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.

2124. Leave all material in a stable position after handling.

2125. 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 stacks 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.

2126. 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.

2127. DO NOT drop or throw material when it is likely to rebound.

2128. Wear gloves when removing glass from frame; properly dispose of the glass.

2129. In handling material or other object to or from pile:

- (a) Place pile on suitable substantial foundation.
- (b) Observe arrangement and take precautions to prevent it from dislodging other object as well as to ensure that it is left in stable position.
- (c) Place instead of throwing it.
- (d) Place it in a safe and orderly manner.
- (e) DO NOT make high narrow piles.
- (f) Step or lap it when practical, and secure ends of pile of short material by stepping, crossing or interlocking material or by other suitable means.
- (g) Securely block round or other material that is likely to shift or fall.
- (h) DO NOT allow spacing strip to extend beyond edge of pile.
- (i) Where applicable, keep pile at least 36" below fire suppression sprinkler heads.

2130. Remove all protruding nails, staples, wires, loose bands or other such items from containers as soon as they are opened and before handling, or removing any item from or placing any item into it.

2131. When moving material on wheels or rollers:

- (a) Check to make sure of adequate clearance along the path before moving;
- (b) Maintain control while keeping load stable;
- (c) Keep it in rear when practical.
- (d) Keep feet and hands clear of wheels or rollers.
- (e) Use hammer or other suitable means to shift rollers.

2132. Four-wheeled hand trucks or carts not equipped with tongues or drawbars should be pushed, not pulled.

2133. 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.

USING TOOLS AND EQUIPMENT

2140. Tools must be used only for the purposes for which they are intended.

2141. Inspect tool, tackle, strap, rope, jack, cables, ladders, protective barriers, or other item before using and as often as is necessary while in use. Under no circumstance should a defective tool be used. If defective, tag it "DO NOT USE— DEFECTIVE", and keep it separated from serviceable tools.

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

2142. Store tools neatly so that you may safely place or remove them.

2143. 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.

POWER TOOLS AND EQUIPMENT

2150. 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 which must be carried while on duty.

2151. Make an inspection of equipment or tool at the beginning of each tour. Equipment must not be operated if it is in unsafe condition.

2152. 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 circuit interrupters on all receptacles.

2153. Keep all items clear of the moving parts of power operated equipment.

2154. Operate power equipment or tool only when safety devices and guards are in place and properly adjusted, unless for test purposes.

2155. Car, truck, conveyor or other transporting equipment must not be overloaded or unsafely loaded.

2156. Connect or disconnect power tool or appliance only after control switch is in "OFF" position (if equipped).

ELEVATORS

2160. Get on or off elevator only after it stops and door, gate or barrier is completely opened.

2161. While using elevator:

- (a) Never attempt to reopen doors by placing any body part in door opening.

- (b) Always check to see if elevator is even with the adjoining floor before you enter or leave.
- (c) Face the doors.
- (d) DO NOT smoke.
- (e) DO NOT overload the elevator.

2162. If elevator stops between floors, or if doors do not open, follow the posted emergency instructions.

2163. Report missing emergency instructions to your supervisor.

2164. DO NOT reach through or place any part of body in shaft enclosure to operate elevator controls, or for any other purpose.

2165. Stop truck, flat or mechanical equipment not less than 3 feet from elevator. Move it on or off elevator only after elevator is stopped and even with adjoining floor.

2166. Before closing elevator doors, make sure that the equipment and flat are clear of safety gate.

2167. Before starting elevator, close gates or doors and see that persons or objects are clear.

WORKING WITH ELECTRICAL APPARATUS

2170. 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.

2171. Keep door or cover of electrical apparatus closed and secured unless secured in open position for inspection or repairs.

2172. DO NOT depend upon insulation, weather proofing or covering on wire, electrical apparatus or equipment for protection against shock.

2173. 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.

2174. All electrical cases must be kept free of tools and material.

ELEVATED PLACE

2180. Inspect and use stable support, in good repair, for climbing, sitting or reaching. DO NOT use an improvised or unstable support.

2181. 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.

2182. Use ladder or stepped pole instead of sliding down or climbing cable, rope, pipe, or rod.

2183. 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.

NOTE: All ladders must have safety feet.

2184. 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.

2185. Apply only transparent wood preservative to a wood ladder.

2186. 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.

2187. 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.

2188. DO NOT splice short ladders together or use more than two sections of a sectional ladder.

WORKING WITH HAZARDOUS MATERIALS FLAMMABLES, EXPLOSIVES, ACIDS OR FUMES

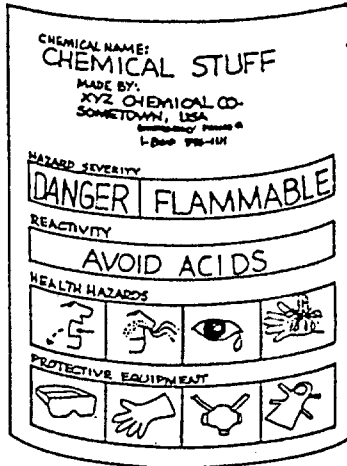
2190. Keep the route to a fire alarm, fire extinguisher, water hydrant or other fire fighting equipment clear of obstructions.

2191. 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.

2192. Use the proper solvent for cleaning purposes and provide sufficient ventilation.

2193. 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.

2194. Store pressurized containers or any flammable material away from a source of heat in a well ventilated area.

2195. Dispose of an exhausted pressurized container in accordance with the printed instructions.

SAFETY CALENDAR CLERICAL EMPLOYEES

Date	January	February	March	April	May	June
1	1	2	3	4	5	6
2	2060	2061	2062	2063	2064	2065
3	2131	2132	2133	2140	2141	2142
4	2193	2192	2191	2190	2188	2187
5	2122	2123	2124	2120	2121	2117
6	2071	2070	2069	2068	2067	2066
7	2010	2012	2013	2014	2097	2000
8	13	14	15	16	17	1
9	2072	2073	2074	2075	2076	2077
10	2155	2156	2160	2161	2162	2163
11	2180	2175	2174	2173	2172	2171
12	2110	2109	2108	2107	2106	2105
13	2056	2055	2054	2053	2052	2051
14	10	9	8	7	3	2
15	2000	2001	2002	2003	2004	2005
16	2084	2085	2086	2087	2088	2089
17	2171	2172	2173	2174	2175	2180
18	2163	2162	2161	2160	2156	2155
19	2095	2094	2093	2092	2091	2090
20	2037	2036	2035	2034	2033	2032
21	2022	2023	2030	2031	2032	2033
22	2097	2020	2021	2022	2023	2030
23	2096	2100	2101	2102	2103	2104
24	2187	2188	2190	2191	2192	2193
25	2142	2141	2140	2133	2132	2131
26	2083	2082	2081	2080	2079	2078
27	24	2002	2003	2004	2005	2006
28	18	19	20	21	22	23
29	2038	2039	2040	2041	2042	2050
30	2111		2112	2113	2114	2115
31	2124		2125		2126	

**SAFETY CALENDAR
CLERICAL EMPLOYEES**

Date	July	August	September	October	November	December
1	7	8	9	10	11	12
2	2066	2067	2068	2069	2070	2071
3	2143	2150	2151	2152	2153	2154
4	2186	2185	2184	2183	2182	2181
5	2116	2115	2114	2113	2112	2111
6	2065	2064	2063	2062	2061	2060
7	2001	2002	2003	2004	2005	2006
8	19	20	21	22	23	1
9	2078	2079	2080	2081	2082	2083
10	2164	2165	2166	2167	18	2170
11	2170	24	2167	2166	2165	2164
12	2104	2103	2102	2101	2100	2096
13	2050	2042	2041	2040	2039	2038
14	1	2020	6	5	4	2021
15	2006	2010	2011	2012	2013	2014
16	2090	2091	2092	2093	2094	2095
17	2181	2182	2183	2184	2185	2186
18	2154	2153	2152	2151	2150	2143
19	2089	2088	2087	2086	2085	2084
20	2031	2030	2023	2022	2021	2020
21	2034	2035	2036	2037	2000	2001
22	2031	2032	2034	2035	2036	2037
23	2105	2106	2107	2108	2109	2110
24	2194	2195	24	1	2	3
25	2130	2129	2128	2127	2126	2125
26	2077	2076	2075	2074	2073	2072
27	2010	2011	2012	2013	2014	2097
28	11	12	14	15	16	17
29	2051	2052	2053	2054	2055	2056
30	2116	2117	2120	2121	2122	2123
31	2127	2128		2129		2130

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