

S 7A
R3 12-93



**SAFETY RULES
AND
PROCEDURES**

Transportation

**Effective
November 1, 1992**

RECEIPT

(Date)

NAME

(Please Print)

EMPLOYEE NUMBER

Received a copy of Safety Rules
and Procedures, S7-A,
Effective November 1, 1992.

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

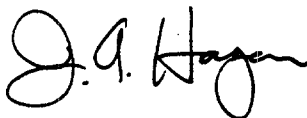
Issued by

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 November 1, 1992, and replace any previous Safety Rules for Transportation Employees.

These rules apply to all employees in the Transportation Department. 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 In addition, manufacturers' recommendations and instructions shall be followed unless superseded by company rules or instructions.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 S 7A are grouped under headings for convenience. However, observe the applicable precautions wherever they relate in any way to the discharge of your duties.

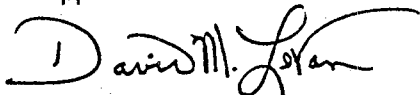
As a Transportation Employee, you must:

- (a) Maintain 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 supervisor. 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 set good safety examples at all times, regularly observe work and provide the necessary assistance 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 initial "D".

Executive Vice-President

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DEFINITIONS AND GENERAL RULES

DEFINITIONS

TERM	MEANING
Braced Position	A standing position with feet set apart to resist movement, using a handhold if possible.
Clear of Tracks	At least four feet outside the rail of all tracks, and not between main tracks.
Derail	A track safety device to guide rail equipment off the rails at a selected spot as a means of protection against collisions or other accidents.
Engine	A machine that produces power through internal combustion.
Equipment	Any apparatus that moves on the track.
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 stationary 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.

TERM	MEANING
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.
Motor	A machine that produces power by means other than internal combustion.
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.
Safety Appliances	Stationary handholds, ladder rungs, crossover platforms and stirrups designed for climbing, riding or getting on and off equipment.
“3 Step” protection	A procedure followed by an engineer used to protect transportation department employees prior to fouling equipment as outlined in Rule 1710(e).
Track	The area between the rails and extending to four feet outside of each rail.
Vehicle	Self-propelled equipment designed for highway use.

TERM

MEANING

**Warning tag —
(S 105)**

DO NOT OPERATE warning tag.

S-105 (New) 9-88



**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

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 protrusions 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. Using an open umbrella on or about tracks is prohibited except for those approved for field welding.**

- 11. When using any tool or 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 legally blind in one eye you must wear eye protection at all times while on duty.
25. Do not throw any item, except when required in the proper performance of your duties.
26. To avoid electrocution, keep at least twelve 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.
27. Never eat, drink, or store food or beverages in any area exposed to toxic material.
28. Do not use drinking water containers for any other purpose.

EMPLOYEE RESPONSIBILITIES

RESPONSIBILITIES

1000. 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.

1001. 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.

1002. 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 requires additional formal instruction on safe work practices.

1003. Know the location of first aid kits, lifesaving and firefighting equipment and use that equipment only for the purpose intended.

1004. You must not rely on the watchfulness of others, when you can avoid it. You must protect your own safety.

CONDUCT

1100. Employees are prohibited from engaging in the following activities while on duty or reporting for duty:

1. Using alcoholic beverages or intoxicants, hav-

ing 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.

1101. 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 unauthorized audio or video devices; or,
- (d) engage in any activity which is not directly associated with your duties.

1102. 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.

1103. Do not take part in scuffling, practical jokes or horseplay while on duty or on company property.

1104. Use or possession of firearms or other weapons is prohibited while on duty or on company property.

ATTIRE

1200. 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 shirts may be worn if not performing work requiring full arm protection.
- (b) Wear trousers that cover the legs.
- (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)*		Actual Temperature Reading (°F)											
		50	40	30	20	10	0	-10	-20	-30	-40	-50	-60
		Equivalent Chill Temperature (°F)											
Estimated Wind Speed (in mph)	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.

1201. 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.

1202. 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 a definite heel, not over two inches high.

Employees working exclusively in offices must wear footwear that covers the toes and heels at a minimum.

1203. 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

1300. 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.

1301. Keep all walkways free of any obstruction, tripping or slipping hazard.

1302. 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.

1303. 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 walking surfaces is not practical, wear anti-slip footwear, take smaller steps and turn your feet out to prevent falling.

1304. 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.

1305. Walk carefully when conditions obscure your vision. Avoid carrying long material through steam or smoke.

1306. Expect equipment to move on any track, in any direction, at any time. Look in both directions before making any of the following movements:

- (a) Fouling or crossing track.
- (b) Crossing between or around the end of equipment.
- (c) Moving from under or between equipment.
- (d) Getting on or off equipment.
- (e) Operating a switch.

1307. Crossing Tracks Safely

- (a) 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.
- (b) Never cross tracks closer than 15 feet from standing equipment.

- (c) **Cross in front of moving train equipment only if it is a sufficient distance away to permit reaching the opposite side at least 15 seconds before the train or equipment arrives.**

1308. Always look in the direction you are walking. If you have to look elsewhere, stop.

USING PROTECTIVE GEAR

PERSONAL PROTECTIVE GEAR

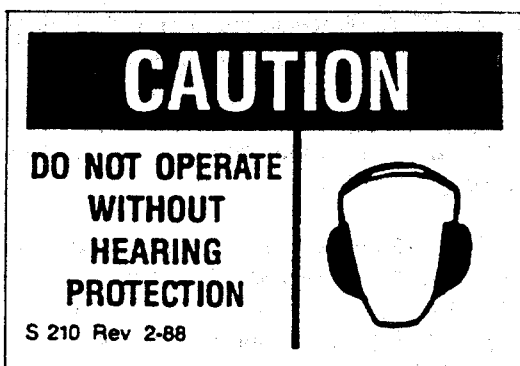
1400. Sometimes it is impractical or impossible to remove all hazardous exposures in some instances. In these cases protective gear is the only recourse to provide a safe and healthful environment for you. Therefore, upon entering an area or facility you will conform with all rules requiring the wearing of personal protective gear.

1401. 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.

1402. Use an approved and prescribed respirator when unloading ballast in confined areas, in tunnels, or under atmospheric conditions when resultant dust does not disperse rapidly. This respirator will be furnished by the employee in charge.

1403. Wear hearing protection when operating or working close to any equipment or machinery (including power tools) marked with a warning label or at locations posted.



1404. Protect your vision by wearing appropriate safety eyewear, that is clean and properly fitted, while on duty. Safety glasses shall have side shields. Eye protection will not be required while driving or riding in vehicles, or while in lunch rooms, or office buildings. (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.

USING VEHICLES, TOOLS AND MATERIAL VEHICLE OPERATION

1500. 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.

1501. 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.

1502. 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.

1503. When on a highway, get in or out of vehicle from the side away from traffic, whenever practical.

1504. When riding in a vehicle, always ride in the provided cab and remain seated. Do not crowd the drivers seat.

1505. 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 from your supervisor (two- and three-wheeled cycles may not be authorized).

1506. Vehicle drivers are responsible for the safe and proper operation of the vehicle in their charge, for the safety of the occupants, and the cleanliness of the vehicle.

1507. 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.

1508. Employees must not add air to any multi-piece (split) rim tire. Air may be added only by persons qualified to do so.

1509. 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.

1510. 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.

1511. 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, 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.

1512. 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.

1513. 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.

1514. When driving in adverse weather:

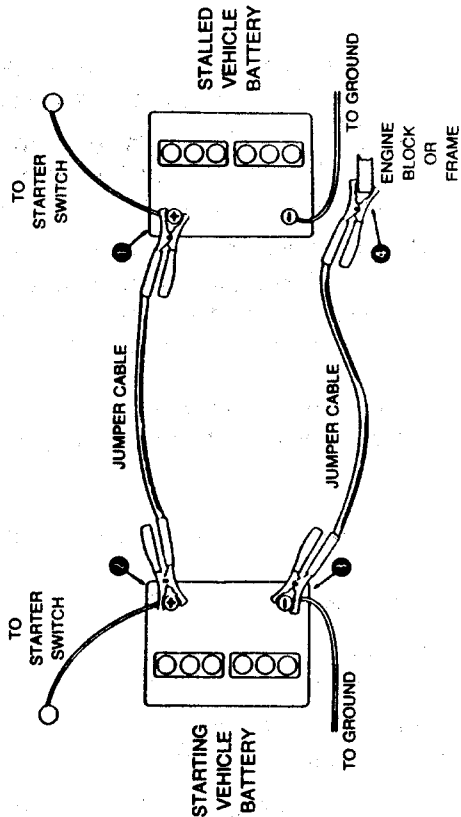
- (a) adjust your speed accordingly — slow down on wet, snowy, or icy roads;
- (b) get the feel of the road—test your brakes occasionally;
- (c) keep your windshield and windows clean — remove ice, snow, and frost;
- (d) gently pump your brakes when slowing or stopping. Sudden stops may throw your vehicle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

1515. 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 gently 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.

1516. 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 the discharged 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. (negative [—])

FUSEES AND TORPEDOES

1600. Only authorized employees may use fusees and torpedoes, except in an emergency. The misuse of fusees and torpedoes is prohibited.

1601. Lighting, using, and extinguishing fusees

- (a) To light a fusee, hold the end to be lit downward and far enough away to prevent fire or sulphur dropping onto any part of your body

or clothing. Expose the end of the cap toward yourself and push the fusee away.

- (b) When using the lit fusee, keep it at arm's length, below shoulder level. Move it slowly. Never place it on a wooden structure.
- (c) To extinguish a fusee, tap the lit end over some low object until the lit end falls off. Make sure this end does not fall into weeds, grass, or other combustible material.

1602. Stay at least 75 feet away from torpedoes placed on a rail when they are detonated by a train or car.

HANDLING MATERIALS

1650. 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 an 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.

1651. 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 the object.
- (h) If object gets out of control, immediately move clear until it comes to rest.

1652. 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 1651 and then rest it on a support to change your grip.
- (c) Bend knees and use the leg muscles for the final lift.

1653. 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.

1654. Leave all material in a stable position after handling.

1655. Work from ends or from back of pole, pile, timber, or other long object when pushing or rolling it.

1656. 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.

1657. Do not drop or throw material when it is likely to rebound.

WORKING AROUND TRACKS AND EQUIPMENT ON OR NEAR EQUIPMENT

1700. Place feet firmly and have a secure handhold whenever you are involved in the following actions:

- (a) Getting on or off equipment.
- (b) Ascending or descending a ladder or steps.
- (c) Crossing over between equipment.
- (d) Riding on equipment, unless properly seated.
- (e) Operating a hand brake.
- (f) Riding on equipment at the time it is coupled or uncoupled.
- (g) Picking up or handing off paper work.
- (h) Uncoupling equipment, if possible.
- (i) Coupling or uncoupling hoses.
- (j) Any other operation or situation on the ground or on the equipment when necessary to maintain stability.

1701. Always look for Shop Tickets, read them, and avoid the defects they point out.

1702. Getting on or off moving equipment is prohibited, except under the following conditions:

- (a) In emergencies.
- (b) At locations designated by the Division General Manager, when the equipment is moving at a speed slower than a fast walk.
- (c) Never get on or off moving flat cars.

1703. Improper positions on equipment are dangerous. To avoid accidents, do not stand, sit, walk, or ride in the following positions:

- (a) On the roof of equipment.
- (b) On a flat car, if other equipment is available.

Do not ride the side of a flat car unless it has a handhold above the level of the deck that will allow as close to normal body position as possible while riding.

- (c) On the load in any car.
- (d) On top of the side or end, or inside of an open top car.
- (e) On handrails, uncoupling levers or brake wheels.
- (f) On couplers. Never put your foot on knuckles, in the space between the coupler head and the end of the car, or at any other potential pinch point.
- (g) Side walkway of a locomotive moving at more than 15 miles per hour.
- (h) On a locomotive leading platform or step whenever you are crossing a street or highway.
- (i) On any equipment in a close clearance area.
- (j) With hands or feet on any more than one piece of equipment.
- (k) On an office car trap door or step unless it is secured.
- (l) On any part of containers or trailers on intermodal equipment. Do not use end transfer plates, stanchions, or other movable devices for handholds or footrests. These devices must be secured when they are designed to be.
- (m) On two-axle test weight cars.
- (n) On any other portion of equipment that does not permit having firm footing and secure handhold on safety appliances.
- (o) On the end of moving equipment except for the purpose of riding the brake platform and using the brake to stop the equipment.
- (p) RoadRailer equipment due to the absence of railroad safety appliances. RoadRailers do not have handbrakes, uncoupling levers, sill steps, end platforms, ladders or handholds, side handholds or horizontal end platform handholds. Only employees who are trained on this equipment may couple, uncouple, or apply and remove markers. Rev. 12-93

1704. Confirm your secure hand and foot positions before riding when using stirrups, ladders, or handholds covered with ice or other slippery substances.

1705. Be careful when riding or getting on or off equipment. Observe the following procedures:

- (a) Face the equipment and turn your head in the direction in which the equipment is moving. Keep your body as close as possible to the equipment.
- (b) Choose a safe location for getting on or off equipment: away from live tracks, main tracks, close clearances, or other potential hazards. Ride the last car's rear step if possible.
- (c) Be off of equipment at the time of coupling if possible.
- (d) Use only the handhold, ladder, step, stirrup, or other part designed and placed for the purpose of getting on or off equipment.
- (e) When riding or climbing a car, position your heel against the outside edge of the rung or stirrup if possible. Otherwise, use the ball of your foot turned slightly sideways and pointed in the direction of movement.
- (f) A trainman's lantern is the only item you are allowed to carry when getting on or off equipment. The lantern should rest on the back of your hand with the bale on the palm between your thumb and forefinger.

1706. When climbing up or climbing down equipment, use side ladders instead of end ladders. If you don't have enough side clearance, do not climb up or down equipment. To reach or leave the brake platform, cross between the side ladder and the end ladder on the rungs that are nearest the level of the brake platform.

1707. Get down from the equipment on one track to reach the equipment on an adjacent track. Do not climb or jump from one piece of equipment to another.

1708. When riding in a caboose or locomotive, take the following precautions:

- (a) Sit in an authorized seat at all times unless it is necessary to stand or move about.
- (b) If you are not seated, be sure of firm footing and secure handhold. Be in a braced position.

- (c) Face the direction of movement when possible.
- (d) Expect a sudden stop or movement at any time.
- (e) If you are seated in a caboose that is equipped with serviceable safety seat belts, use the belt. Unbuckle it only if required to move about.

1709. Never cross over between moving equipment. Cross over between standing equipment after receiving protection as instructed in Rule 1710 only on equipment with a crossover platform and continuous handrail. If equipment does not have the necessary safety appliances to crossover, separate the equipment at least 30 feet or walk around the end of the equipment.

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1710. Never make adjustments to moving equipment. Before fouling, going between or under **STANDING** equipment for inspection, adjustment, repairs, or any other purpose, take the following precautions:

- (a) Make arrangements for protection from the employee controlling the track and/or any locomotive coupled to the track. These arrangements must be originated and terminated only by the employee who fouls, goes between, or goes under the equipment.
- (b) Have a thorough understanding with other employees involved so that no signals to move will be given.
- (c) Make sure that protection has been provided against any approaching equipment on the same track.
- (d) Make sure that the slack has adjusted.
- (e) If a locomotive is attached, get "3 step" protection from the Engineer, either by hand signals or by radio. If you use hand signals, give a hand stop signal to the Engineer and wait for acknowledgment either by hand signal or by one long sound of the locomotive horn. If you use a radio, assure both positive identification and acknowledgement of protection, in accordance with radio rules.

NOTE: When protection is requested, the Engineer must take three actions; also called "3 step" protection:

1. Apply the train brakes.
2. Place the reverser lever in neutral position.
3. Open the generator field switch.

The Engineer must maintain this protection until notified by the employee who requested it that the protection is no longer required.

- (f) Make sure that equipment is separated by at least 30 feet before making any adjustments, except when complying with Rule 1726.
- (g) Know that the equipment will not move.

Once proper protection has been provided, observe the following procedures when fouling, going between, or under **STANDING** equipment:

- (h) Never use your foot to make an adjustment.
- (i) Do not stand in front of a cushioned under-frame coupler. Stand to the side.
- (j) If necessary to go under a car, keep all parts of your body at least four feet from wheels when crossing the rail.
- (k) Cancel the protection only after you are in the clear. Once the protection has been cancelled, you must establish it again before fouling equipment.

1711. To open a knuckle on equipment, use the following procedure:

- (a) Stand in the clear at the side of the equipment.
- (b) Check for a knuckle pin in the knuckle. If the pin is missing, be extra alert in your procedure: when the knuckle falls to the ground it may bounce. Report missing pins to the appropriate Transportation Supervisor.
- (c) In a braced position, face the end of the standing equipment.

- (d) Grip the handle of the cutting lever at arm's length, using only one hand, maintaining a secure handhold with the other if possible.
- (e) Slowly lift the cutting lever handle a short distance until the anticreep slack is taken up (you will hear a click).
- (f) Quickly and steadily, continue lifting the cutting lever handle until the knuckle is open. Exert only the amount of pressure that will permit maintaining a secure handhold and firm footing.
- (g) When cutting cars off in motion on a hump or flat shifting, face the direction of movement and ensure movement is made at not exceeding a fast walking speed. (4 miles per hour)
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NOTE: Most knuckles will open using the above procedure. If the knuckle does not open, use the following procedure on standing equipment:

- (h) Separate equipment by at least 30 feet.
- (i) Expect movement from compressed draft gear, from the unadjusted sliding center sill, or from the cushioned underframe. Wait for the slack to adjust.
- (j) Receive protection as instructed by Rule 1710 before fouling the equipment. Place only one foot in the gauge of the track. Operate the cutting lever with one hand and grasp the center of the knuckle to pull it open. Avoid pinch points and burrs.

1712. When uncoupling equipment that has air hoses coupled, turn your head away to avoid flying particles caused by air hoses parting.

1713. Disconnect a yard air supply line from your train using the following procedure:

- (a) Receive permission from the yardmaster before fouling.
- (b) Close the angle cock on the equipment.
- (c) Close the supply air cock.
- (d) Bleed the air from the yard air supply line using the bleeder valve if system is not self bleeding.
- (e) Uncouple the air hoses and place the yard air supply line carefully to prevent a tripping hazard.

NOTE: Do not uncouple air hoses before bleeding. Report any supply line without bleeding devices to the yardmaster.

1714. When necessary to uncouple air hoses by hand, use the following procedure:

- (a) Receive protection as instructed by Rule 1710 before fouling equipment.
- (b) Close both angle cocks. Crossover equipment as instructed in Rule 1709 to close the angle cock on the opposite side. Rev. 12-93
- (c) Place only one foot into the gauge. Bend at the knees, keeping your back straight. Securely grip each hose near the glad hands. Do not grasp the glad hands.
- (d) Slowly raise the hose joint until air pressure is depleted, then continue raising the joint until it separates. Turn your head away as the air exhausts to avoid flying particles.
- (e) Return the hoses to lowermost position instead of allowing them to drop.

1715. When coupling air hoses, use the following procedure:

- (a) Receive protection as instructed by Rule 1710 before fouling equipment.
- (b) Place one foot in the gauge of the track.
- (c) Bend at the knees, keeping your back straight, and examine the hose gaskets. Replace missing or defective hose gaskets.
- (d) Securely grip one hose above the glad hand. Bend it upward and hold it with one hand.
- (e) Grasp the other hose above the glad hand and bend it to match the glad hands.
- (f) Firmly move both hoses downward to the lowermost position.
- (g) If necessary to open the angle cock on the opposite side, crossover the equipment as instructed in Rule 1709. Rev. 12-93

- (h) Cancel protection only after you are in the clear. Once cancelled, protection must again be established before fouling equipment.

1716. To reduce brake pipe pressure with an angle cock, use the following procedure:

- (a) Separate the equipment at least 30 feet and receive protection as instructed by Rule 1710 before fouling equipment.
- (b) Facing the end of the equipment, stand firmly and place only one foot in the gauge of the track.
- (c) Hold on to the handhold with your right hand. Grasp the air hose with your left hand above the glad hand, holding the hose firmly against the outside of your left leg.
- (d) Release the handhold and turn your head away from the angle cock. Open the angle cock smoothly with your right hand.
- (e) Cancel protection only after you are in the clear. Once cancelled, protection must again be established before fouling equipment.

1717. To apply or remove markers, use the following procedure:

- (a) Receive protection as instructed in Rule 1710 before fouling equipment.
- (b) Carefully apply or remove markers, avoiding pinch points. Place only one foot in the gauge whenever possible.
- (c) Before uncoupling hoses, **always** close the angle cock and deplete air pressure in the marker hose.
- (d) Carefully position disconnected air hoses and chains to avoid injury.
- (e) Bend your knees and keep your back straight when you are picking up or setting down markers. When you are carrying markers, keep them as close as possible to your body.

1718. Always take a close look at the load on a car and at lading that might shift toward the side or the end of the car. Keep your hands, feet, and other body parts clear of the top of the car and of this lading.

1719. When on the end of a drop-end gondola, take the following precautions:

- (a) Check that the raised or lowered end gates are secure.
- (b) Never ride or hold on to any portion of a raised or lowered end gate.

1720. To open or close a box car door, a plug-type door, or any other such door, use the following procedure:

- (a) Determine if the door is properly tracked. If it is not properly tracked do not attempt to move it and contact your supervisor.
- (b) Use the handhold provided and push, do not pull.
- (c) Keep your fingers clear of the jamb, travel rail, and other pinch points.
- (d) Keep clear of the door opening.

1721. Do not lean upon standing equipment. Keep clear of it.

1722. Flying Switches (dropping cars) is prohibited.

1723. Responsibilities of Employee Controlling Remotely Controlled Switches

When requested to provide protection, the employee in charge of remotely controlled switches providing access to the track on which the equipment is located must line the switches against movement to the track and apply blocking devices. The employee must not remove the blocking devices until informed by the employee in charge of the workmen that the work has been completed. The employee controlling the switches must immediately make a written record on the prescribed form of the application and removal of the blocking device protection. This record must be retained for 15 days following the date of removal.

1724. Place ice, clothing, supplies or other items on equipment only when it is stopped. Place items on the equipment platform or hand them to a fellow employee before getting on or getting off equipment.

1725. To manually adjust misaligned couplers:

- (a) Separate the equipment at least 30 feet. Receive protection as instructed in Rule 1710 before fouling equipment.
- (b) Facing the car, place one foot in the gauge of track on the side of the car to which the coupler is skewed. In a braced position hold the grab iron with one hand and push the coupler back toward center with the other hand.

NOTE: If the coupler will not move easily the coupler **MUST** be aligned with a coupler strap according to rule 1726.

1726. To use a coupler strap to adjust misaligned couplers:

- (a) Separate the equipment at least 30 feet. Receive "3 step" protection as instructed in Rule 1710. Inspect the coupler strap before each use and discard the strap when red core yarns appear.
- (b) Apply a handbrake(s) to secure the stationary car(s). Place one end of the strap around the knuckle of the stationary car, draping the other end of the strap on the coupler. Move out of the gauge of track and signal the Engineer to close the gap, stopping within three feet of a coupling.
- (c) After slack action stops, receive "3 step" protection as instructed in Rule 1710. Place one foot in the gauge of track and position the strap around the second knuckle. Make sure the label on the strap is on top and facing upward.
- (d) Clear the track. Signal the Engineer to move away slowly removing the slack from the strap and aligning the couplers. Stop movement immediately after the couplers align to prevent damage to the strap.
- (e) Signal the Engineer to give slack for removal of the strap. After slack action stops receive "3 step" protection as instructed by Rule 1710 before fouling equipment. Place one foot in the gauge of track and carefully remove the strap from both knuckles avoiding pinch points.

- (f) Step out of the gauge and complete the coupling. Release the handbrake(s) applied on the standing car(s).
- (g) Fold the strap and carry it safely so that you do not create a tripping hazard. Return it to the designated storage area.

NOTE: Protection prior to fouling must include compliance with NORAC Rules where applicable. Notify the Mechanical Department that assistance is necessary when coupler straps are not available or coupler damage will not allow their use.

1727. Use approved wheel chocks to secure standing equipment when available. Carefully apply and remove them to avoid pinch points. Placing wheel chocks or other material under the wheels of moving equipment is prohibited.

OPERATING HAND BRAKES

1750. Before operating any handbrake, follow the procedure below:

- (a) Determine the type of brake and know its operation.
- (b) Inspect the brake for any defects. If you find a defect, report it to your supervisor. **Never** use a defective handbrake.
- (c) If the handbrake is to be used to stop equipment, test it first and ensure that it is operating properly before uncoupling or movement. Once equipment is cut off and moving, take up enough slack to allow the equipment to run, but keep the brake tight enough to stop the equipment when necessary.
- (d) After using the handbrake, check to verify that it has either applied or released.
- (e) Handbrakes must be operated while on the brake platform if the car is equipped with a usable brake platform.

1751. Brake clubs may be used only at locations approved by the Division General Manager. Inspect a brake club before each use. Brake clubs may **only** be used to apply and release horizontal wheel and shaft handbrakes.

1752. To apply or release a vertical wheel handbrake, use the following procedure:

- (a) Get in the proper position: face the brake platform and place your right heel against the edge of the brake platform. Place your left heel against the end ladder rung closest to the level and below the brake platform.
- (b) With your left hand grip the handhold that provides you with best balance. Use your right hand to apply or release the brake.
- (c) To apply the brake, grip the wheel rim on the pull side of a spoke. **Never** put your hand in the spokes. Turn the wheel clockwise to apply the brake. Use the on/off lever if there is one.

- (d) Keep your clothing and body clear of the wheel while you are releasing the brake. To release the brake, grasp the rim at the top with your right hand at arm's length, while leaning your body slightly to the left. Maintain your balanced position at all times. If there is a release lever, use it to release the brake. If the handbrakes were applied after airbrakes were applied in emergency, you may have to apply the airbrakes in emergency again to release the brake. This is not necessary if the handbrake is equipped with a separate release lever.
- (e) Before moving from the end of the car to the side of it, **always** look around the end of the car in both directions. Look out for passing equipment or lading.

1753. To apply or release a horizontal wheel and shaft handbrake, use the following procedure:

- (a) Grip the brake wheel firmly with both hands and spread your feet for balance. To maintain your balance, move the wheel a maximum of a quarter turn at a time. Apply the brake by turning it clockwise. Release the brake by turning it counterclockwise.
- (b) In order for you to use a brake club, the car must be equipped with a handrail that is at least waist high. To use a brake club, grasp the handrail securely with your left hand and with your right hand wedge the brake club securely through the brake wheel against the shaft. To maintain your balance, move the wheel a maximum of a quarter turn at a time.
- (c) To maintain a balanced body position while using a horizontal wheel brake with exposed pawl and ratchet, apply or release the brake only a few notches at a time. Since the brake wheel spins, keep your clothing and body clear of the brake wheel when applying and releasing the brake.

- (d) If the handbrakes were applied after airbrakes were applied in emergency, you may have to apply the airbrakes in emergency again to release the brake. Similarly, if the handbrakes were applied by means of a brake club, you may have to use a brake club to release them.
- (e) Before moving from the end of the car to the side of it, **always** look around the end of the car in both directions. Look out for passing equipment or lading.

1754. To apply or release a pump handle handbrake, use the following procedure:

- (a) Before operating the handbrake, make sure that the handle stop is not defective or missing.
- (b) To operate the brake from the equipment, use the brake platform and a handhold. Operate the pump handle with one hand only, keeping the other hand on the handhold for balance. If you **must** operate the brake from the ground, stand clear of the swinging radius of the handle. Operate the handle with one hand only, using the other hand to maintain balance.
- (c) Put the on/off lever in the appropriate position before using the handle. Some brakes require that you put the on/off lever in "off" and then move the brake handle, first up to release the tension, then down to release the brake.
- (d) Before moving from the end of the car to the side of it, **always** look around the end of the car in both directions. Look out for passing equipment or lading.

OPERATING SWITCHES

1800. 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, with the switch ball centered to your body.
- (d) Keep your hand clear of switch target and 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 tension feels to be within the 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.

1801. 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 handholds as near as possible to the end of the operating lever, and a braced position.
- (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. Raise the handle to the horizontal position. Move the lever steadily.
- (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. Report all defects.

WORKING AROUND LOCOMOTIVES

1900. When working in locomotives, take these precautions:

- (a) Check doorway overhead clearance to prevent striking your head.
- (b) Make sure safety chains at locomotive end walkways are properly positioned and secured. Doors must be secured in the open or closed position.
- (c) Inspect locomotive seats before use to be sure they are secure and free from obvious defects. Seat frames, pedestal tubes and floor or wall mounted bases must be free of cracks. The seat must be mounted to the pedestal tube with a tack welded retaining bolt. Never use a defective seat or one missing the seat retaining bolt.
- (d) Inspect side sliding windows before use to make certain they are properly positioned in their tracks, operate properly and that the window tracks are secured to the cab wall.
- (e) Report all safety defects on the locomotive inspection report in addition to operating defects.

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1901. When equipment is passing on an adjacent track, move away from the side of the locomotive next to that track, if possible.

1902. Before starting a diesel engine, make sure that the following actions have been taken:

- (a) Crankcase and air box covers are in place and have been secured.
- (b) Cylinder test cocks are closed.
- (c) Cocks, valves or other devices are in the proper position.

- (d) Persons are clear of moving parts and devices.

1903. Before checking traction motors or an apparatus under a standing locomotive while the engine or engines are running, take the following actions:

- (a) Open the generator field switch.
- (b) Make sure that the independent brakes and hand brakes are set to hold.
- (c) Remove the reverse lever from the control stand and keep it with you.

1904. Before working on locomotive brake rigging, take the following actions:

- (a) Apply the hand brakes if practical, or use any other means necessary to secure the locomotive against movement.
- (b) Cut out the air brakes using the truck cylinder cut out cock.

NOTE: Cut out only one truck at a time.

1905. Before operating a locomotive on which work has been performed, make a thorough inspection of it. Make sure that all tools, material, and other items are clear of the following:

- (a) Electrical apparatus.
- (b) Moving parts.
- (c) Overhead areas.
- (d) Walkway and steps.
- (e) Other areas where the items might create a hazard.

1906. Transportation Department employees are prohibited from working on locomotive high voltage wiring or systems.

1907. Transportation Department employees may **only** open a locomotive high voltage cabinet for the purpose of:

- (a) resetting circuit breakers.
- (b) opening or closing knife switches.
- (c) changing fuses.

1908. Before you remove or renew a fuse, make sure the switch to that circuit has been opened.

1909. To operate a battery-knife open-type switch, grip the handle while standing at arm's length with your weaker hand. Turn your face away from the switch while quickly operating it.

1910. Never renew a locomotive headlight lamp on a moving locomotive. On a standing locomotive, renew a locomotive headlight lamp only if the headlight control switch is in the "OFF" position.

1911. When not performing necessary work in an electrical apparatus or cabinet, keep all doors or covers closed and properly secured.

1912. Keep the engine grille platform secured in raised position at all times.

1913. When you are near or within an electrical cabinet, apparatus, or equipment, use only an approved device, tool or other item. Use a flashlight with a non-metallic case.

1914. Before you operate belt or pulley machinery, make sure the belt guard or other guarding device is secured in protecting position.

1915. When fueling, watering, sanding or otherwise servicing a locomotive, use this procedure:

- (a) Have the throttle in the "IDLE" position.
- (b) Center and remove the reverse lever.
- (c) Have the brakes applied.
- (d) Open the generator field switch.
- (e) Take a position clear of servicing facilities, as well as associated locomotive parts. Make sure that you will remain clear during the process.
- (f) Keep your hands, feet and other body parts clear of pinch points when removing or replacing the servicing facility. Use the same precautions when opening or closing lids or fastenings.

- (g) When servicing is completed, make sure that all servicing devices are removed from the locomotive and secured clear of the track.

1916. Protect your fingers with cloth or paper towels when wiping hot oil from a dip stick.

1917. When observing engine components, keep your body and clothing clear of any hot or moving parts.

1918. When an engine cooling system overheats, isolate and examine the engine for the cause. Avoid hot engine parts including the radiators and waterfill pipe. Only qualified Engineers may remove the water fill cap after pressure has been released.

1919. When a diesel engine develops unusual noise, smoke, flame, or other abnormal condition, immediately shut down the unit, preferably from a remote position. When an abnormal condition such as those just mentioned develops in an apparatus that will not adversely affect the operation of the diesel engine or cause damage (such as a traction motor, or generator, etc.), isolate the locomotive using the isolation switch.

1920. Placing any unnecessary item on locomotive cab heaters or other heat generating locomotive components may result in burns and is prohibited. The use of heat producing apparatus on locomotives, other than those furnished by the company, is prohibited.

1921. Only qualified locomotive engineers may reset a crankcase overpressure device one time in order to return the engine to line. If after restarting, the device shuts the engine down again, it may be reset a second time and the locomotive must remain isolated to it's destination.

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OFFICE SAFETY

OFFICE BUILDING SAFETY

1950. Never leave knives, pencils, pins, scissors, or other sharp objects on the edge of a desk or in any place where they may cause injury. Carry them in a manner to avoid accident and use them for their intended purposes. Protect them with a sheath when available.

1951. To avoid cuts, use care when handling papers. Use a rubber ringer guard when working with stacks of papers. To seal envelopes, use a wetting device rather than your tongue.

1952. To avoid injury to the eye or other body areas, refrain from throwing any articles.

1953. Do not attempt to lift or move bulky or heavy equipment or materials alone. Get someone to assist you.

1954. Do not use wastebaskets for the disposal of sharp objects, glass or other articles that may cause injury. Such articles should be placed in special containers, or wrapped, marked and placed beside the wastebasket for disposal. Completely extinguish the contents of ashtrays before emptying them into a wastebasket.

1955. Report any sharp edges, splinters or defective parts on office furniture. Avoid injury from the defect until it is repaired or replaced. **Never** use defective furniture.

1956. Open drawers can cause tripping, snagging of clothes, or even toppling of cabinets. To avoid injury, always close the drawers of filing cabinets or desks after using them. Never open more than one drawer at a time, and be sure to arrange the contents of filing cabinets so they are not top-heavy. Distribute the contents throughout the entire cabinet instead of only in the top drawer.

1957. Use caution when operating paper cutters, trimmers, and power punches. Keep your fingers clear of the cutting blades. Be sure to leave the blade of a paper cutter closed and latched when you have finished with it.

1958. Never handle electric fans while they are in operation. Table top electric fans should never be placed on the floor. If the placement of a fan appears potentially dangerous, provide special safeguarding equipment. Never use a fan with unguarded blades.

1959. Telephone or electrical cords in walking areas **must** be encased by floor molding.

1960. To avoid spills or burns, use a tray to carry coffee or hot liquids in cups over any distance. Take time to wipe up spills.

1961. Never adjust or clean business machines while they are in motion. If a machine jams, turn off the power before attempting to remove any obstruction, unless the machine has instructions for safe removal of obstructions while still under power.

1962. The use of a flammable fluid to clean an electrically operated machine is prohibited.

1963. All exposed rotating gears, belts, couplings, and other moving parts must be covered with adequate guards if there is a possibility that fingers, hands, jewelry or hair might be caught in them. These guards may be removed only by qualified maintenance personnel who are maintaining the machines while using proper lock-out tag-out procedure.

OTHER APPLICABLE RULES

In addition to the rules presented in this book, the applicable portions of the following, with any other applicable or subsequent instruction, must be observed:

- NORAC Operating Rules
- Canadian Rail Operating Rules (CROR) in Canada
- Timetable for the Government of Employees.
- General Orders, Bulletin Orders, Division Notices.
- CT 225 Hazardous Material Policies, Procedures and Regulations.
- EC-99 Air Brake and Train Handling Instructions.

Dominion, Federal, Province, State or Local Requirements.

TRANSPORTATION EMPLOYEES

THE SAFE WAY MUST BE THE ONLY WAY

Accident prevention starts by knowing, understanding and practicing correct procedures whenever you perform any task.

Date	January	February	March	April	May	June
1	1000	1901	1710(a-e)	1720	25	1722
2	1	1700	1300	1515	1703(g-j)	2
3	1800	1401	1914	1700	1201	1700
4	1710(a-e)	1920	1952	3	1754	1703(a-f)
5	1512	2	1502	1001	1657	1726
6	1703(g-j)	1718	1752	15	1300	18
7	1750	1501	1700	1726	1710(a-e)	1702
8	1300	1726	3	1403	1904	1800
9	1900	1913	1800	26	17	1707
10	1700	1602	1302	1600	1954	1752
11	1950	1101	1902	4	1504	1308
12	1400	1710(f-k)	1719	1800	1800	1917
13	5	1951	1402	1705	1721	1404
14	1701	1513	27	1953	5	1601
15	25	1752	1704	16	1952	24
16	1725	1200	14	1752	1404	1710(f-k)
17	17	4	1514	1703(a-f)	1703(k-o)	6
18	1656	1702	1	1903	1102	1905
19	1912	1801*	1703(g-j)	1503	1916	1703(k-o)
20	1301	1300	15	1710(f-k)	1706	1505
21	1752	1800	1702	1300	1700	1750
22	1800	1655	1725	1702	13	1300
23	1703(a-f)	28	1703(k-o)	1654	27	1703(g-j)
24	1500	14	1710(f-k)	1710(a-e)	1800	1653
25	1710(f-k)	1703(a-f)	1950	1800	1703(a-f)	1955
26	1717	1703(g-j)	1753	1303	1516	1710(a-e)
27	1702	1703(k-o)	26	1703(g-j)	1710(f-k)	1500
28	1962	1710(a-e)	1404	1915	1725	1800
29	13	1963	1751	1703(k-o)	1702	1953
30	1703(k-o)		1800	1951	1801*	12
31	1404		1703(a-f)		1752	

*If work locations do not have high stand switches, review Rule 1800.

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Date	July	August	September	October	November	December
1	1708	1724	1713	1957	1725	12
2	1506	1703(k-o)	1800	1909	1700	1911
3	1725	1300	1700	1305	1300	1700(f-k)
4	1002	1752	21	8	1750	1511
5	1954	1700	1003	1700	1703(a-f)	6
6	1703(k-o)	1800	1702	1726	23	1700
7	1800	1907	9	1710(f-k)	1702	1307
8	28	1709	1508	1959	1715	1703(a-f)
9	1711	1652	1956	22	1104	1800
10	11	1957	1703(g-j)	1754	1901	1506
11	1600	1103	1710(a-e)	1714	1801*	1752
12	1956	1726	1908	20	1510	24
13	1202	1712	21	1400	1960	1920
14	1700	22	1920	1800	1910	1752
15	1751	1304	1752	1651	1203	1602
16	1404	1800	1503	16	1404	1726
17	1752	20	1404	1921	1710(a-e)	1650
18	1710(a-e)	1502	1300	1504	19	1716
19	7	1919	1710(f-k)	1702	1403	1004
20	1918	1703(g-j)	1725	1703(a-f)	1958	1961
21	1723	1710(a-e)	1601	1710(a-e)	1800	1703(k-o)
22	1300	8	1000	1300	1505	1710(a-e)
23	23	1955	1703(k-o)	1404	7	1300
24	1703(a-f)	1507	1958	1800	1306	1800
25	1906	10	9	1509	1710(f-k)	18
26	19	1404	1100	1001	1703(g-j)	1727
27	1710(f-k)	1710(f-k)	1004	1703(g-j)	1800	1702
28	1702	1801*	1753	10	1752	1959
29	1501	1703(a-f)	1800	1101	1703(k-o)	1404
30	1800	1701	1703(a-f)	1752	11	1703(g-j)
31	1703(g-j)	1702		1703(k-o)		1100

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