

# **Nickel Plate Road**

## **SAFETY RULES**

**Look -- Observe -- Think**

**Effective Sept. 1, 1954**

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## **SAFETY RULES**

The rules herein set forth govern the employees of The New York, Chicago and St. Louis Railroad Company, and must be observed by all employees whose duties are in any way affected thereby.

They take effect:

- 1:01 A.M. (Eastern Standard Time)
- 12:01 A.M. (Central Standard Time)

September 1, 1954, superseding all previous rules and instructions inconsistent thereby.

Special instructions may be issued by proper authority.

R.C. Sabens,  
Superintendent of Safety

Approved:  
-- J.C. Wallaces,  
---- Vice President -- Operations

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## **GENERAL NOTICE**

- A. Safety is of the first importance in the discharge of duty.
- B. The Railroad does not expect its employees to take any risks, when they can protect themselves by using care and good judgment.
- C. Officers and supervisory forces shall regularly make observations and checks, and take action to insure compliance with these rules.
- D. Employees who persist in practices which are unsafe, shall be subject to discipline.

E. Safety goes much further than rules and their enforcement. It involves the cultivation of safe habits, restraint and control.

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## **GENERAL RULES**

A. Each employee will be furnished a copy of these rules and will be required to comply with them. If in doubt as to the meaning of any rule, the employee should ask his supervisor for an explanation.

B. Supervisors are responsible for safety education and must know that employees under their jurisdiction have been provided with a copy of the safety rules.

C. Teamwork is essential to safety. When working in groups, each man must understand the moves to be made.

D. Experienced employees should assist new or inexperienced employees in acquiring safe working habits.

E. Good housekeeping is essential to safety.

F. All personal injuries, regardless of severity, must be given first aid and/or medical attention at once and should be reported promptly.

1001. Employees should ALWAYS USE AUTHORIZED ROUTE TO AND FROM WORK, ENGINE HOUSES, YARDS, SHOPS, STATIONS, ETC., and never use hazardous short cuts or cross under, over or between cars.

1002. Keep AISLES, ROADWAYS, STAIRWAYS CLEAR of obstructions.

1003. Employees should keep a SAFE DISTANCE FROM PASSING TRAINS to avoid injury from falling objects, and be on the lookout for and report defective equipment and lading.

1004. BEFORE CROSSING OR FOULING TRACKS, look in both directions for trains, engines, or cars, and do not cross ahead of moving trains, engines, or cars, except at a safe distance.

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1005. PASSING THROUGH STEAM or smoke which obscures vision is forbidden, except when unavoidable, in which event extreme care must be exercised.

1006. Employees PACKING OR SHIPPED MATERIAL must see that there are no protruding nails, wire, etc. on the containers.

1007. ALL MATERIAL, including scrap, MUST BE PILED or placed in an orderly manner, and removed as soon as practicable.

1008. WIRE ROPE CABLE on cranes, coal docks, tractor cranes or any lifting device, must be inspected as often as necessary by an authorized employee, and when defective, must be replaced.

DEVICES USED IN LIFTING, such as slings, hooks, clamps, etc. must be maintained in good condition at all times.

ALL ROPES, such as hand line, guy lines, slings and rope in pulley blocks must be examined for signs of wear or defects before using.

1009. WHEN LIFTING, have secure footing, bend knees, keep back erect, take firm grip on the object, slowly straightening the legs. Do not attempt to lift beyond normal physical capabilities. If too heavy for safe lifting, get help.

1010. USE LEATHER GLOVES when handling sharp materials, such as metal lath, sheet steel. Wear gloves when handling wire mesh, and iron coils, barbed wire, etc. Do not lift packages by placing hands between steel strapping and package. Handle same as if not strapped or wired.

1011. HOT CINDERS should be wet down before loading. When wetting down cinders, always remain at a safe distance.

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1012. When LIFTING HEAVY CARTONS, sacked material, or gang planks, bend your knees in a squat position; grip the package firmly, and with your back nearly upright, lift principally with your leg muscles. (DO NOT bend over and lift with your back muscles -- this may cause strain or spain.)

1013. WHEN GETTING ON OR OFF engine, cars or cabooses, OR GOING UP AND DOWN LADDERS, face equipment and make sure of your hand-hold. Don't carry grips, tool boxes, bundles, etc., so as to interfere with you free and safe movement.

1014. Before CLIMBING POLES, ladders, scaffolds, or other elevated structures, first assure yourself that the pole, ladder, scaffold, tree, cross arm, messenger wire, cable car, or boatswain's chair, or other elevated support is strong enough to safely sustain your weight.

1015. ALL PORTABLE STRAIGHT LADDERS not equipped with safety shoes, when in use, must be properly against slipping.

1016. PLACE LADDER so that distance from its base to object which it is to lean against is at least one-quarter of the ladder's length; otherwise ladder must be protected against overturning to tipping.

1017. Use only good sound planking, free of knots for SCAFFOLDING.

1018. Employees must be PROPERLY CLOTHED WHEN CLIMBING POLES, or trees, and each pole or tree must be examined to insure its being sufficiently sound to withstand the weight of the climber. Cross arms must be inspected to insure their sufficiently strong to withstand the weight imposed, before leaning, sitting or standing on them.

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1019. Properly fitted GOGGLES, which are provided by the company, must be worn at all time when engaged in girding, chipping, cutting or caulking any metal, or when engaged in other hazardous to the eyes.

1020. While RELEASING BRAKES equipped with release controlled by lever or other such device, keep all parts of body clear of revolving parts of brake.

1021. Using any part of an ADJACENT CAR FOR FOOTREST, when applying or releasing brake, is prohibited.

1022. A SIGNAL TO STOP may be given by anyone in emergency. SIGNALS TO MOVE may be given only by a person authorized to do so.

1023. When LIGHTING FUSEE, hold end to be lighted in a position so as to prevent fire dropping on hands, feet or clothing, and strike outward from body.

1024. When OPENING OR CLOSING CAR DOORS, do not put hands or fingers between door rail or post and car doors.

1025. When OPENING DOORS OR LOADED BOX CAR, do not stand in front of openings.

1026. None but authorized persons are permitted to MOVE ENGINES.

1027. Employees should exercise care in MOUNTING OR RIDING DROP END GONDOLAS to keep hands and body clear of end to avoid possible injury.

1028. Wearing of loose or baggy CLOTHING, flowing neckties, etc., while on duty should be avoided.

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1029. While WORKING AROUND MACHINERY, clothing should be buttoned closely. When two-piece overalls are worn, the overall jacket should be worn inside trousers.

1030. PLACING CLOTHING, TOOLS R OTHER OBJECTS where they may foul ladder rung, handholds, footboard, running board, step, end sill, or other safety appliances, on engine, tender, car or work equipment, is forbidden.

1031. HOLD AIR HOSE firmly with one hand while reducing brake pipe pressure with angle cock so that hose will not fly around and strike you.

1032. STEP HATCHES AND VESTIBULE DOORS should be kept closed except when opened by a member of the train crew.

1033. Employees WORKING ON, ABOUT, OR IN THE VICINITY OF ENGINES must be warned before opening blow-off cocks, cylinder cocks, operating air pumps, injectors, stokers, or reversing valve motion.

1034. COAL BOARDS, SCRAPERS, HOOKS, other detached parts, and tools must be so PLACED ON the tenders of LOCOMOTIVES that they will not project beyond the sides and will not fall off when the locomotives are in motion.

1035. SQUIRT HOSE must not be a hung over or through locomotive handholds or in gangways between engine and tender, or in such position that it might be mistaken for a handhold. Hose, when not in use, must be placed in holder provided.

1036. Employees should USE WATER SPOUT HOOK when pulling water column around to take water and must be in a safe position while doing so.

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1037. When TAKING WATER and clearance permits, manhole cover should not be opened until spout has been pulled around in place. When possible, replace manhole cover before returning to normal position.

1038. Employees must not STAND ON TOP OF TENDER between cab of locomotive and coal chute while taking coal.

1039. Care must be exercised in COALING TENDERS of locomotives to avoid overloading them with coal which might fall off and cause injury to employees and others.

1040. A BLUE SIGNAL, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected, it must not be coupled to or moved. Each class of workmen will display the blue signals and the same workmen are alone authorized to remove them. Other equipment must not be placed on the same track so as to obstruct the view of the blue signals, without first notifying the workmen.

When emergency repair work is to be done under or about cars in a train and a BLUE SIGNAL IS NOT AVAILABLE, the engineman and fireman will be notified and protection must be given those engaged in making the repairs.

1041. In addition to the use of the blue signals for the protection of persons working under or between cars. SWITCHES LEADINGS TO PERMANENTLY ASSIGNED REPAIR TRACKS MUST BE KEPT LOCKED with a special lock while workmen are at work on such tracks, the key to be retained and used only by the persons assigned to this duty. This protection must not be removed by the person who placed it until he knows that the workmen so understand.

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1042. Pipe to other makeshift handles must not be used in place of regular JACK HANDLES. Jack levers must be removed from jacks immediately after the load is raised or lowered.

1043. COMPRESSED AIR must not be used for cleaning clothing on the body. The applying of air nozzle against the body of anyone is forbidden.

1044. PORTABLE MOTORS that have a rotating type tool in place must not be picked up by taking hold of the tool. When handling a portable air hammer or gun, the tool must be directed away from the body.

1045. The THROWING OF TOOLS or material to or from the top of cars, engines, scaffolding, etc., is forbidden, or throwing any object from train, engine, car, or any other place, except when care is used to prevent injury to others.

1046. PROPER TOOLS must be used at all times. Substitute tools must not be used except in an emergency, and then only under the supervision of a Foreman.

1047(a). NO EMPLOYEE SHOULD ENTER OR WORK ON THE TANK OF A CAR OR OTHER CONTAINER that has held an inflammable gas or liquid, with open flame, gas or rivets or other source of fire, until it has been thoroughly cleaned and is free of all such gases or liquids.

(b) VENTILATION must be provided when necessary to work in closed places with acetylene welding or burning outfits or when cleaning out oil tanks or storage tanks.

1048. FIRE EXTINGUISHERS of CO<sub>2</sub> and carbo-tetrachloride or Du-Gas type are provided on all locomotives.

All persons concerned should read instructions printed on these extinguishers and become familiar with their use.

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Do not breathe fumes coming from carbon-tetrachloride sprayed on fire.

Water should not be used on fire in a diesel locomotive except as a last resort.

Extreme care must be used in HANDLING TO CABON-TETRACHLORIDE in a confined place.

1049. Only authorized persons are PERMITTED TO OPERATE MACHINERY, engines, tools or applicances.

1050. TOOLS SHOULD NOT BE THROWN for one employee to another.

1051. The USE OF DEFECTIVE EQUIPMENT is forbidden. Report such conditions to your supervisor immediately and do not use until repaired.

1052. Machines must not be CLEANED OR LUBRICATED WHILE IN MOTION.

1053. JACKS must not be used metal to metal, but a piece of wood or approved cushioning material must be placed between the head of the jack and metal to prevent slipping. Good blocking must be used under the jack, and must be carefully placed, and level, to avoid tipping or slipping from under the load.

1054. Employees finding CROSSED OR FALLEN WIRES must not attempt to correct such conditions unless familiar with and proper equipped for such work. Immediate notice must be given to proper officer for prompt handling and condition protected.

1055. Employees must report any LAMP SOCKET OR OTHER ELECTRICAL APPLICANCE from which a shock is felt.

1056. ELECTRIC EQUIPMENT AND LINES SHOULD ALWAYS BE CONSIDERED AS ALIVE, unless they are positively known to be dead. Before starting work, preliminary inspection or tests should be always be made to determine what conditions exit.

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1057. METAL MEASURING TAPES, folding metal rules, ropes, or hand lines having metal threads woven into the fabric must not be used near exposed live parts.

The HEIGHT OF HIGH TENSION WIRES MUST NOT BE MEASURED by throwing any tape, string or other device over the wires.

1058. Operator of company-owned or controlled automotive vehicles must bring such vehicles to a FULL STOP AT RAILROAD CROSSINGS before proceeding across the tracks.

1059. Only PROPERLY QUALIFIED EMPLOYEES are permitted to operate company vehicles and machinery. No rider will be permitted on any vehicle or skid unless a proper seat is provided on the equipment.

1060. A red flag or cloth must be placed at the end of MATERIAL WHICH EXTENDS beyond the end of the body of motor vehicles.

1061. Wearing of THIN-SOLED SHOES should be avoided. SAFETY SHOES are recommended.

1062. When OPERATING SWITCH STAND keep body clear of lever travel and feet in position where they will not be caught or struck by lever or ball.

1063. Points of a SPRING SWITCH ARE UNDER COMPRESSION, and tension of the switch mechanism will cause the switch lever to move with considerable force when:

- (a) The wheels of a car or engine are on or moving through the switch;
- (b) The switch points are moving;
- (c) The switch points are standing open;
- (d) Except in emergency, the switch must not be operated by hand when any of the above conditions exist

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If an emergency exists, extreme precautions must be taken by person attempting to operate the switch, and he must place and keep his body clear of the movement of the hand throw lever.

1064. Keep OXYGEN CYLINDERS AND TORCHES free from oil or grease. Do not handle oxygen cylinders or torches with oily hands or gloves. (Oil or grease in the presence of oxygen under pressure will ignite violently.)

1065. Smoking near STORAGE BATTERIES is prohibited. Open flames, except those used by qualified repairmen, near storage batteries is prohibited. Wear goggles when working on storage batteries, and see that the vent holes in battery plugs are kept open. Batteries which are being charged give off an explosive gas. Battery compartments should be left open while charging batteries. Rooms in which spare batteries are stored should be well ventilated.

1066. RESPIRATORS must be used when spray painting, sand or abrasive blasting, and when handling sand in sand houses.

1067. Before STARTING A JOB stop and think what may happen and then be alert.

1068. Stations, buildings, platforms, GROUNDS must be kept IN PROPER CONDITION for the SAFETY OF ALL CONCERNED. Walks, stairs, aisles, driveways,

walkways, and floor space where men have to work or pass should be kept free from obstructions, slippery substances, etc.

1069. A MANHOLE COVER should not be removed except with a strong suitable hook or apparatus, and in such a way as to eliminate danger.

1070. An employee must not ENTER A MANHOLE, frost box, or other tight enclosures until he is satisfied that it is free from poisonous or explosive gases.

1071. Manholes or other openings with COVERS REMOVED must be protected.

1072. EMPLOYEES WHO OPERATED COMPANY VEHICLES must not violate any of state, city, or county driving laws, codes or regulations. They must have the required driver's license in their possession and are urged to be courteous to others on the highway.

1073. The following PRACTICES ARE FORBIDDEN:

- (a) PLAYING PRANKS, wrestling, scuffling, fighting, throwing things are one another, or practical jokes on company property or on duty.
  - (b) Walking or BEING ON TRACKS except as required in the performance of duty.
  - (c) Sitting, stepping, or WALKING ON RAIL.
  - (d) LEANING AGAINST ENGINES or cars.
  - (e) SEEKING SHELTER or going under engines or cars unnecessarily.
  - (f) RIDING LEADING FOOTBOARDS of engines.
  - (g) RIDING BETWEEN CARS. Riding between engine and car, except when necessary.
  - (h) Using CATWALK ON ENGINE CAB except to make minor repairs while moving.
  - (i) RIDING WITH FEET HANGING over side or end of car; on top of high cars or loads; on leading end sill or drawbar of car.
  - (j) Riding in or placing ANY PART OF BODY INSIDE CARS containing loads that may shift.
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- (k) RIDING ENGINES, cars, track cars, or other equipment, except when duties require. Employees other than those engaged in train or engine service, GETTING ON OR OFF MOVING TRAIN, ENGINES OR CARS.
  - (l) Walking, standing, or SITTING ON EDGE OF CAR ROOF. Walking, standing or sitting on top end or side of open top car.
  - (m) JUMPING FROM TOP OF CAR to car on adjacent track.
  - (n) Stepping or JUMPING ACROSS OPEN PITS.
  - (o) LEAVING TOOLS OR MATERIAL ON ENGINES, cars, scaffolding, or buildings, where they may fall.

- (p) INSERTING FINGERS IN HOLES to determine if alignment is proper for insertion of rivets, bolts, or pins.
  - (q) Using DEFECTIVE TOOLS.
  - (r) STRIKING OF TEMPERED TOOLS with other than proper and prescribed hammers or sledges.
  - (s) Using fusees, kerosene or gasoline to START OR INTENSIFY A FIRE.
  - (t) GETTING ON OR OFF MOVING ELEVATORS, turntables, or transfer tables.
  - (u) STANDING UNDER OR UNSAFELY NEAR EQUIPMENT or other heavy material which is being lifted or pulled by rope, chain or cable.
  - (v) Carrying of MATERIALS ON LEADING END OF ENGINES.
  - (w) Using GASOLINE FOR CLEANING PURPOSES.
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## **TRAIN AND ENGINE SERVICE EMPLOYEES**

1101. When about to BOARD OR ALIGHT FROM CARS or locomotives, employees must face the equipment and look ahead carefully to avoid close clearances, equipment on adjoining tracks, or obstructions and holes in ground.

1102. The SPEED OR TRAINS PULLING OUT of terminals, side tracks, or from any point where stop has been made, shall be so regulated that employees who are required to mount moving trains may do so safely.

1103. GETTING ON OR OFF ENGINES or cars moving at an unsafe speed is prohibited. Getting on or off moving flat cars is prohibited.

1104. When RIDING ON CARS, employees should look in direction of movement and when riding on top must place themselves near center of car.

1105. When RIDING IN CABOOSSES or freight cars, be on guard against possible injury from sudden shock.

1106. Before LEANING OUT OF CAB of engine or from side of car, care must be exercised to avoid side obstructions, engines or cars on adjacent tracks.

1107. STANDING IN GANGWAY of engine on sharp curves or on apron between engine and tender when moving through turnouts is forbidden.

1108. When WALKING OVER TOPS OF CARS, passing from one car to another, employees should be sure that no cut will be made under them.

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1109. When necessary to RIDE LEADING END OF CARS or cut of cars over street or highway crossings, employees will assume a safe position on such cars.

1110. More than one employee is forbidden to RIDE AT THE SAME TIME in the same stirrup, step, or side ladder of car.

1111. Stepping in front of MOVING ENGINES, or cars, TO ADJUST COUPLER, knuckle or lock pin, or using foot or hand to adjust them from any position when they are about to come together is prohibited.

1112. Using FINGER IN HOLE at bottom of coupler to adjust lock pin, is prohibited.

1113. When USING PUSH POLE, stand behind it, and, when pole is in position, move to place of safety. Avoid over-reaching with or overloading pole. Only standard push pole should be used.

1114. Care must be exercised in HANDLING CABOOSES. Do not kick a caboose against cars, or cars against caboose without a man riding caboose or cars to control the movement.

1115. Before PUSHING CARS for any distance, or over street crossings, or down grade, take slack and be sure that all couplings are made.

1116. When CARS ARE LEFT ON SIDE TRACKS or in yards, they must be left inside of clearance point, and, if necessary, secured by hand brake or otherwise.

1117. BEFORE COUPLING onto or moving cars on house, team, or industrial tracks, it must be definitely determined that there are no persons in, under, or between cars, also that trucks, equipment, gang planks, skids, etc., are clear.

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1118. TEST HAND BRAKE before using.

1119. STRESS ON HORIZONTAL BRAKE WHEEL, with or without brake club, must be toward the car, rather than away from it.

1120. Never use a BRAKE CLUB WITH A POWER BRAKE or a vertical brake wheel.

1121. Hands or other parts of a body must not be put in STOKER MACHINERY while in operation.

1122. Care should be exercised in BLOWING OFF ENGINES, dumping ashpans, etc., so as not to create a safety hazard. Locations provided for this purpose should be used when possible.

1123. When necessary to GO ON TOP OF TENDER, except when engine is moving, use ladder on rear of tender instead of climbing over coal pile.

1124. TEMPORARY FOOT RESTS and make-shift arrangements should not be placed on engines and other equipment, thereby setting up an unsafe condition.

1125. If TEMPORARY CHANGES OR REPAIRS TO DRAWBARS are necessary, which require men to work between cars, employees making such repairs must have cars separated a sufficient distance so that if, under any possible condition, misunderstandings as to signals, etc., occur, it will be possible to avoid injury. Employees making REPAIRS must never stand in the line of DRAWBARS.

On yard track, when necessary to work between cars, notify engineer or place man at either end of train, or take such action as will insure safety. <P

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## **FREIGHT HOUSE EMPLOYEES AND EMPLOYEES ENGAGED IN LOADING OR UNLOADING CARS**

1201. GANGPLANKS MUST BE PROPERLY PLACED and secured before permitting loads to run over them. Use double gangplank when necessary account heavy load. Provide bridge over piles of pipe and other freight in cars to facilitate safe trucking.

1202. When GANGPLANKS ARE REMOVED, make sure that all nails and cleats are removed from platform and cars.

1203. All workmen should render assistance to each other in HANDLING HEAVY LOADS over steep gangplanks.

1204. WHEN HANDLING STEEL BARS, drums, round iron tanks, etc., rubber or wooden racks on chisel of two-wheel trucks should be used to prevent them from slipping. If rubber or wood are not available, burlap bags or cloth stripping can be used.

1205. Whenever NAILS, spikes, cleats, etc., are noted in PLATFORMS, car floors, skids, etc., where employees or others may step on or trip over them, they should be removed and placed out of the way.

1206. When HANDLING BULKY OR HIGH LOADS, quick turns which may cause load to tilt or spill should be avoided. void quick turns and close clearances.

1207. STAY IN THE LANE on the right hand side when moving down platform or through freight houses. The man with the load should have the right-of-way if your truck is empty. When reaching car, into which freight from your truck is to be loaded, if not readily workable, you must placetruck in clear.

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1208. STACK AND TAKE DOWN SHIPMENTS with care to keep the pile even, and avoid falling material. Breaking down of heavy shipments must be directed by one man, agreed upon before starting job. Place yourself in a safe position at all times.

1209. Freight in cars, on platforms and trucks must be PILED AND STOWED SAFELY.

1210. When blkly or other HEAVY FREIGHT is loaded into trailers or cars, GET HELP if you are unable to handle safety yourself.

1211. LOOK OVER LOAD to be broken down and if it is liable to shift or slip, secure or block it for safety.

1212. WEAR CLOSE FITTING, full length sleeve CLOTHING.

1213. When OPENING OR CLOSING CAR DOORS, do not stand directly in front of door. Pull doors open and push doors shut. Do not slam shut refrigerator car doors, take and keep hold of handle and push shut, being sure of safe and secure footing. Beware of wet and icy platforms and planks.

1214. Hand TRUCK, SKIDS, GANGPLANKS, etc., when NOT IN USE, must not remain on platform in such position as to cause persons to stumble over them. Do not leave a two-wheel hand truck standing with handles projecting toward the aisle or other working space.

1215. Always PUSH FOUR WHEEL TRUCKS over gangplanks.

1216. In PLACING OR REMOVING GANGPLANKS, the planks should be carefully lowered or slid into place and must not be dropped. When bolts, etc., are removed, gangplanks must be taken up at once. All bolts should be removed from gangplank and runway when not in use and placed in a safe location.

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1217. Kepp HANDS AND FEET N A POSITION where material or equipment being handled cannot fall on or against them. Place yourself in position so that if load shifts or equipment fails, you will not be trapped by falling load.

1218. PULL TWO-WHEEL TRUCK when practicable, instead of pushing it. Pushing a truck in such a way that it obstructs your view is forbidden.

1219. LOOK FOR AND BE PREPARED to stop short of persons or objects, especially whe ngoing through or passing doors, gangways or other passageways. Be sure you have a clear right-of-way and proceed with caution especially when rounding corners when your view is obstructed and when leaving cars and trailers.

1220. WALKING BACKWARD while pulling trucks is forbidden.

1221. KEEP FEET AND HANDS CLEAR OF ROLLERS or dollies under load and push from rear when practicable.

1222. Platforms and PASSAGEWAYS MUST BE KEPT CLEAR of obstructions. Slippery places must be sprinkled with sand, ashes, salt or other suitable material.

1223. Operate MOTORIZED EQUIPMENT AT MODERATE SPEED, under full control, and always look in direction moving and exercise care to avoid colliding with other equipment or persons. Sound horns to warn other. When operating motorized equipment keep feet and legs in proper place and not on outside.

1224. Do not attempt to HANDLE MATERIAL BEYOND THE LOAD CAPACITY OF CRANE, lift truck, tractor or other such equipment.

1225. When HEAVY SHIPMENTS ARE BEING LIFTED BY CRANE, lift truck, etc., employees should keep in clear at proper distance to avoid injury should something break, slip or twist.

1226. Throwing, dropping, or otherwise ROUGHLY HANDLING loaded or empty GAS CYLINDERS or carboys, is forbidden.

1227. Use MAUL or other suitable object to ADJUST OR SHIFT ROLLERS under articles. Using hands or feet for this purpose is forbidden.

1228. BLOCKING SHOULD BE STORED NEATLY in designated location and scrap lumber, papers and trash should be disposed of currently to reduce safety and fire hazard.

1229. Upon RECEIPT OF EXPLOSIVES, immediately notify foreman or other designated employee, who shall personally supervise handling.

1230. Watch out for HOLES IN CAR OR TRAILER FLOORS. Have them reported promptly for repairs.

1231. Know your LOAD UPON YOUR TRUCK and exercise care in breaking it over, the use of too much muscle may cause you to fall.

1232. KEEP FLOORS AND DOCKS CLEAN OR DEBRIS, nails, bolts, etc., that might interfere with moving equipment, or stepping on or rubbing against protruding nails, etc. Remove banding straps and cleats from walls and floors of cars.

1233. SMOKING IN WAREHOUSE and cars is forbidden.

1234. Except when duties require, employee MUST NOT BE IN, UNDER OR BETWEEN CARS WHEN A COUPLING IS MADE OR CARS ARE MOVED on house, industrial or team tracks.

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## **STATION EMPLOYEES**

1301. Stations, platforms and GROUNDS must be kept IN PROPER CODITION for the safety of all concerned.

1302. PROPER SKIDS AND GANGPLANKS must be provided, properly secured and safety used.

1303. Hand TRUCKS, SKIDS and SCALES, WHEN NOT IN USE. must not be allowed to remain on station platforms in positions as to cause persons to stumble over them.

1304. Baggage, mail and express TRUCKS SHOULD BE SECUELY LOADED to prevent shifting or falling from trucks.

1305. Baggage, mail and express TRUCKS MUST BE KEPT AT SAFE DISTANCE from train before train stops, and after transfer to trains, must be moved a safe distance away from the train before the train starts.

1306. Baggage, mail and express TRUCKS LEFT ON STATION PLATFORMS must be secured or locked when not in use and kept at a safe distance from the nearest rail.

1307. TRUCKS MUST BE KEPT IS SAFE CONDITION and defective trucks should be removed from service immediately.

1308. Foru-wheel baggage, mail or EXPRESS TRUCK SHOULD BE PULLED whenever practicable.

1309. TONGUES on four-wheel trucks must be FASTENED up when not in use.

1310. Patrons MUST NOT BE ALLOWED TO PILE LUMBER, cord wood, ties, coal, etc., in such positions as to ENDANGER TRAIN EMPLOYEES while placing cars on commercial tracks.

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1311. TWO-WHEEL TRUCKS, WHEN NOT IN USE, should be left standing upright and clear of all aisles and passageways.

1312. Freight, baggage, express, mail or other material in cars, at stations, and on platforms and truck,must be PILED AND STOWED SAFELY.

1313. In opening vents and PULLING PLUGS ON REFRIGERATOR CARS, place yourself in position where you cannot fall. Be sure you have a safe footing, especially on wet and icy roofs.

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## **SHOP EMPLOYEES**

1401. Do not SHIFT MOVING BELTS by hand or reaching through a moving belt.

1402. Do not use HANDS FOR REMOVING CHIPS from drills, tools and machines (brushes or other devices will be furnished for this purpose).

1403. Do not use PROJECTING SET SCREWS in shafting collars, hubs or pulleys, or any revolving machinery, such as drill press spindles and boring bars.

1404. GRINDING WHEELS must not be operated at a SPEED in excess of that recommended by the manufacturers.

1405. TOOL RESTS must not be more than one-eighth of an inch from grinding wheel.

1406. When necessary to GRIND SMALL OBJECTS on grinding wheels, they should be held with pliers or tongs.

1407. SAFETY GUARDS MUST NOT BE REMOVED from saws, grinding wheels, gears or other parts of machinery, or machine operated without guards in proper position, except with permission of foreman, or when making repairs.

1408. MATERIAL BEING MACHINED must be properly secured on centers, machine tables or face plates.

1409. When operating POWER RIP SAW, stand at side or work to avoid being struck in event of kickback.

1410. Use PUSH STICK of sufficient length to feed short pieces of wood or end of long piece through and clear of circular saw.

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1411. Use GUIDE STICK or bar and never hands to enter center pins in center plates when cars or locomotive tenders are being lowered on trucks.

1412. Use TONGS when placing short MATERIAL UNDER STAM HAMMERS.

1413. BEFORE JACKING up the end of a car, tender, crane, etc., the wheels on the opposite end must be blocked to prevent moving.

1414. Files or hardened steel must not be used for DRIFT PINS.

1415. When CUTTING OFF BOLTS, RIVETS, etc., or chipping metals, shields must be provided to protect employees from flying parts.

1416. When STARTING ENGINES, TURBINES, PUMPS or other machinery, sufficient notice must be given so that all employees may be clear of same.

1417. Drop pits, man holes and similiar OPENINGS MUST BE KEPT COVERED or otherwise protected when not in service.

1418. Electric POWER SWITCH THAT CONTROLS TRAVELING CRANES should be open when crane is not in service.

1419. CRANEMEN MUST SOUND WARNING devices when moving from one point to another with loads. They should not move loads without proper signals from the person directing the operation. Signals from the floor in making lifts must be given by hand and employees with both hands engaged should not attempt to give signals with their heads.

1420. REPAIRING OR TIGHTENING TUBES, flues, fire box sheets, washout plugs or other boiler fittings while boilers are UNDER STEAM PRESSURE, except under proper supervision, is forbidden.

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1421. RUNNING and PUSHING while checking in and out of shops is forbidden.

1422. Do not CUT OR WELD WITH OXY-ACETYLENE, while cylinders are close enough that sparks or flames may reach them.

1423. HORNS OR GONGS PROVIDED ON TRUCKS, tractors, etc., are to be used to give warning of approach at turns, befoore passing doorways or exits in congested areas where men are working, or at any location deemed necessary by the driver, for safe operation.

1424. When WORKING ON OVERHEAD CRANES, line shafting, etc., sign should be displayed a safe distance each side and in plain view of men on the floor below reading "MEN WORKING OVERHEAD".

1425. Before REPAIRING CRANES, COAL DOCKS, transfer tables, turntables, working in turntable pits, the main switch of the circuit supplying power for such machine must be opened, fuses removed if so provided and a sign displayed reading, "MEN AT WORK". This switch must not be closed by anyone except the one who opened it.

1426. When necessary to ENTER A CINDER PIT OR COAL DOCK IT for any purpose whatever, the buckets must be securely blocked.

1427. On ELECTRICALLY OPERATED TURNTABLES, the control must be locked when men are in the pit working on the turntables.

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## **MECHANICAL DEPARTMENT EMPLOYEES**

1501. Be sure no one is working around brake rigging of cars before APPLYING OR RELEASING AIR BRAKES.

1502. ENGINES OR CARS MUST NOT BE MOVED without first notifying all persons who may be working under or about them. Also before engines are moved whistle and bell should be sounded.

1503. Employees performing their regular duties on passenger trains at stations will, as far as practicable, take their positions on each side of incoming trains. When necessary to go to the other side, they should USE THE VESTIBULE or go around the trains and not cross underneath the cars.

1504. When CUTTING OFF PARTS OF CARS, such as ladder irons, roof hand holds, etc., other men working on same car are to be notified so that they will not assume parts are in place.

1505. When TRUCKS ARE RUN FROM UNDER CARS, locomotives or tanks, horses, trestles or blocking must be placed before trucks are entirely removed. The use of jacks alone for supporting cars or tanks is forbidden.

1506. When employees are WORKING ON ENGINES UNDER STEAM in enginehouses, tags provided should be placed on throttle lever and brakes must not be applied, released or engine moved.

1507. RIDING ON FRONT OR SIDE OF LOCOMOTIVES moving from turntables and transfer tables into roundhouses and shop is forbidden.

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1508. Stepping or placing any part of the body over SAFETY VALVES OF LOCOMOTIVES under steam is forbidden.

1509. When side or main RODS ARE BEING PLACED OR WORKED ON, they should be secured so that they will not fall over.

1510. LIGHTED CHARCOAL HEATERS give off carbon monoxide gas which is a deadly poison; the first noticeable effect is lightheadedness and dizziness, followed shortly afterwards by unconsciousness and death. Employees taking care of these heaters must work in pairs; a man going down in the bunker must have rope fastened about him and the other man, who will remain on top of car, must have hold of the other end of the rope. Bunkers must be properly ventilated before entering.

1511. When ENGINES UNDER STEAM are left standing unattended by hostlers or engine watchmen in or about the roundhouses, or turntables, the following precautions must be observed:-

- (a) Be sure throttle is closed and lock pin in place.
- (b) Place reverse gear on center.
- (c) Open cylinder cocks.
- (d) Shut off air pumps and electric generators.
- (e) Place chain or blocks properly in front and back of one driving wheel.
- (f) Open steam chest relief valves.
- (g) Open main reservoir drains and drain valves to air pump and feed water pump.

If engines under steam are left standing unattended by hostlers or engine watchmen away from turntables, etc., the following precautions must be taken:-

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- (a) Be sure throttle is closed and lock pin in place.
  - (b) Place reverse gear on center.
  - (c) Open cylinder cocks.
  - (d) Air should be pumped up and independent brake set.

1512. MOVING LOCOMOTIVES under steam without air being pumped up and brakes operative is prohibited.

1513. In HEATING PISTON HEADS OR OTHER HOLLOW CASTINGS or parts, operator must know that the head has proper vents before applying heat.

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## **MAINTENANCE AND OPERATION OF DIESEL LOCOMOTIVES**

1601. A proper tag or lock must be placed on STARTING CONTROL PANEL before doing any work on diesel engine or generator.

1602. RIDING IN FAN COMPARTMENT of diesel switch locomotive is prohibited.

1603. Be sure there are NO OBSTRUCTIONS AROUND FLY WHEEL before starting engine.

1604. When STARTING ENGINE ON A DIESEL unit, it must be known that all workmen have been notified and are in a safe position.

1605. Always REMOVE TURNING DEVICE from fly wheel when not in use.

1606. All SAFETY GUARDS must be kept in place and securely fastened while machinery is in motion.

1607. Be sure SAFETY BAR is in place ACROSS BACK DOOR of any single passenger unit at all times.

1608. ANY DIESEL LOCOMOTIVE WHICH IS LEFT UNATTENDED with engine running must have hand brake set, reverse handle removed or locked in center position, throttle latched closed and generator field switch (if any) in off position, this to prevent accidental moving of locomotive or removal by unauthorized person. Diesel locomotives left unattended with engines stopped must have hand brakes set or wheel securely blocked.

1609. ELECTRIC CABINET DOORS must be kept closed and latched during normal operation.

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1610. Keep HANDS OUT OF RADIATOR SHUTTERS.

1611. Engine crews must NEVER USE WATER FOR CLEANING INSIDE CABS OF DIESEL locomotives.

1612. When TESTING FUEL SPRAY NOZZLES, do not place hands under the spray. The fuel oil will penetrate the skin.

1613. Do not put FACE OR HANDS NEAR MAIN GENERATOR while it is working at heavy load. A flashover might cause burns.

1614. Do not remove or replace FUSES ON DIESEL LOCOMOTIVES while circuit is under load.

1615. When APPLYING HI-POTENTIAL TEST to electrical circuits all persons must be warned not to touch locomotive while standing on the ground, not touch ground while standing on locomotive. All portable lamp cords, etc., must be removed from locomotive before starting test.

1616. DO NOT OPEN HATCHES OR INSPECTION COVERS leading to vee belts, radiators or cooling fan area while engine is running.

1617. Do not place WRENCHES OR OTHER METAL OBJECTS where they might fall on a BATTERY.

1618. Do not permit ACID to come in contact with skin or clothing.

1619. When STARTING OR TESTING STEAM GENERATORS in diesel house, ample warning must be given other workmen.

1620. Do not BLOW DOWN STEAM GENERATOR while coupling or uncoupling units.

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1621. In the EVENT THAT THE STEAM GENERATOR SHOULD SMOKE badly and fill up with fuel oil fumes, the safest procedure is to place the control switch knob on "FILL" position. This will blow out the fumes without admitting any more fuel oil.

1622. FLOOR OF DIESEL LOCOMOTIVES should be kept clean of oil.

1623. If necessary to SHUT DOWN DIESEL ENGINE account of pounding or engine stopped account bearing seizure, engine must not be started again or crank case opened for at least a period of 45 minutes. (To prevent personal injury account possible crank case explosion.)

1624. OILY WASTE AND RAGS must not be left on diesel locomotives.

1625. CLEANLINESS is essential around a diesel locomotive to prevent accidents and fires. All persons should cooperate to this end.

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## **ELECTRICAL, SIGNAL AND COMMUNICATION EMPLOYEES**

1701. While working on HIGH TENSION LINES, insulation, tools or wires must not be relied upon, but gloves of prescribed type and in good condition must be used. Leather gloves with rivets must not be used over rubber gloves.

1702. When working on or near live parts, PROTECTIVE DEVICES and the special tools provided should be used. Before starting work these devices or tools should be examined to make sure that they are suitable and in good condition.

1703. SUITABLE CLOTHING should be worn while working on or about live equipment and lines. Sleeves should be kept down. The wearing of metal or inflammable articles, such as rings, watch or key chains, or metal cap visors, celluloid collars, or celluloid cap visors, should be avoided. Loose clothing and shoes that slip easily should not be worn near moving parts.

1704. When near LIVE EQUIPMENT AND LINES the effect of each act should be considered and nothing done which might endanger yourself or others. Care should be used to place yourself in a safe and secure position to avoid slipping or stumbling. Avoid moving backward against live parts. The care exercised by others should not be relied upon for protection. Exercise special caution when working in WET WEATHER OR AT NIGHT.

1705. Except in emergency current carrying CIRCUITS OR EQUIPMENT SHOULD BE DISCONNECTED from the source of electric energy before any work is done on such circuits or equipment. This should be done by opening the nearest disconnect switch and also removing fuses, if so provided. An approved tag reading "MEN AT WORK" should be attached to this switch before starting work and tag should not be removed until work is completed. No one except the electrician working on this job should remove this tag. Dead transformers or condensers should be discharged by grounding.

1706. Never touch with bare hands TWO PARTS AT DIFFERENT POTENTIALS at the same time. Never touch with bare hands even a single exposed ungrounded live part at a danlerotis potential to ground unless it is insulated from other conductors, including the ground itself. Always stand on an insulated surface.

1707. Do not place dependence for safety on the INSULATING COVERING OF WIRES.

1708. In HANDLING LIVE FUSES of more than 300 volts, use special rods or tongs and stand on insulating platform or mats.

1709. Do not go ABOVE HIGH TENSION TRANSFORMER without using rubber gloves. Work above high tension wires and transformers must be done only when the work cannot be done from underneath.

1710. Do not STAND ON CABLE MESSENGER OR CONTROL WIRES. Great care must be exercised to avoid coming in contact with ground wires, cable messengers and control or guy wires on high tension lines. Employees must not work on high tension lines with the arm bare. Jackets or similar protective clothing must be worn.

1711. Always use a SWITCH POLE AND RUBBER GLOVES when opening disconnect switches on high tension lines.

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1712. When practicable, BODY BELT AND SAFETY STRAP should be used when working on poles. Safety straps should not be used, unless pole, crossarms, or other fixtures around which the strap is to be placed, is positively known to be secure and sufficiently strong to support the strain.

1713. The **LAST WIRE ON A DEFECTIVE POLE** must not be untied until the pole has been safely secured by guys, ropes, or pike poles.

1714. **PIKE POLES** should be used from the shoulder or with both hands at side of body and face toward the object on which the pike is being used. Resting butt of pole in body belt to make a lift is forbidden.

1715. When **DISTRIBUTING POLES FROM FLAT CARS**, the speed of the train must not be in excess of four miles per hour. Stakes must not be cut or pulled out of stake pocket while train is in motion.

1716. Never leave **JOINTS OR LOOSE ENDS OF WIRES** untaped unless otherwise protected.

1717. If **POLES OR CROSS ARMS ARE APPARENTLY UNSAFE** because of decay or unbalanced tensions of wires on them, they should be properly braced or guyed before they are climbed.

1718. **SPURS WITH GAFFS** worn short shall not be used. The gaffs on spurs shall be kept sharp, and spurs shall fit properly.

1719. **WEARING CLIMBERS** (spurs or skates) unnecessarily, is forbidden. Use care to avoid gaffing yourself or others.

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1720. When working on pole, **SPIKES, OR NAILS IN POLE** which may be hazardous to men climbing or working on the pole, must be removed.

1721. Manholes or other openings with **COVERS REMOVED**, must be protected.

1722. **NO UNTRAINED EMPLOYEE SHALL STRING**, remove or otherwise handle any wire above or in close proximity to any electric light or power wire unless lie does so under competent supervision.

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## **ENGINEERING DEPARTMENT EMPLOYEES**

1801. When **WORKING ON OR ABOUT TRACKS**, upon approach of train or engine, tools and materials must be placed clear of the track for safe passage of train or engine.

1802. **HOLES, DITCHES, OR TRENCHES DUG NEAR TRACKS** and walkways must be protected, and if in, along or adjacent to city streets, sidewalks or alleys, must be protected in accordance with ordinances governing.

1803. The SPACE BETWEEN AND BESIDE YARD TRACKS and switches should be kept clear of tools and material as far as practicable. Materials distributed on line of road must be kept a safe distance from the track.

1804. It is the duty of all to ASSIST IN KEEPING TRACKS, YARDS, AND FOOT PATIIS FREE of any obstacles which might cause injury to others.

1805. DYNAMITE OR OTHER EXPLOSIVES must not be handled or used (unless properly qualified and authorized to do so).

1806. When necessary to heat CREOSOTE OR ASPHALT, an open container, such as a bucket or kettle, must be used.

1807. When REQUIRED TO RIDE ON FREIGHT OR WORK TRAINS, you must place yourself in a safe position.

1808. TRACK JACKS should be placed on the outside rail of main tracks, but when conditions make it necessary to use them on the inside, flag protection must be afforded.

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1809. SLEDGES must be used in striking rail chisels. Spike Mauls must never be used for this purpose. After nicking rail with chisel, rail must not be dropped for purpose of breaking.

1810. When LOADING OR UNLOADING RAIL WITH TONGS, the tongs should be placed at the center of the rail.

1811. JACKS, other than jacks used in track maintenance work, should not be used metal to metal. Good blocking must be used under jack and must be carefully placed and level.

1812. AIR TOOLS must never be dismantled or repaired when the air is connected.

1813. HAMMERS, MAULS, SLEDGES, PICKS, etc., must be examined to make sure that handles are secure, and must be used in such a manner as to avoid injury to any person.

1814. When operating ADZING MACHINES, shut guards and goggles must be worn. All other persons not so protected should remain at a safe distance when machine is in operation.

1815. Proper type HELMET or shield must be used when ELECTRIC WELDING OR CUTTING.

1816. Do not cut or weld with oxyacetylene, while CYLINDER ARE CLOSE enough that sparks or flames may reach them.

1817. CAM CARS Should be parked away from main track or other frequently used tracks, and when impracticable to do so, the doors opening toward the main track or frequently used tracks must be securely fastened and barricaded so that they cannot be used.

1818. CAMP CARS must not be placed on or in vicinity of tracks being used for loading or unloading inflammable liquids, or near storage tanks containing such liquids.

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1819. When WORKING ON INTERLOCKED SWITCHES OR DERAILS, they must be made inoperative until repairs have been completed.

1820. Care should be exercised when HANDLING CREOSOTE TREATED TIMBER to avoid burns.

1821. Before REPAIRING CRANES, COAL DOCKS, transfer tables, turntables, or other electrically operated machinery, the main switch of the circuit supplying power for such machine must be opened, fuses removed, and a sign displayed reading "MEN AT WORK". This switch must not be closed by anyone except the one who opened it.

1822. When necessary to ENTER A CINDER PIT or coal dock pit, for any purpose whatever, the bucket must be securely blocked.

1823. When REMOVING SIGNAL MASTS or other erected structures with, crane or other lifting device from signal foundation, workmen at base of mast must station themselves in the clear of the kickback, which may occur when the object is unseated.

1824. Care shall be used in HANDLING SULFURIC ACID AND CAUSTIC SOLUTIONS. Water must never be poured into sulfuric acid. Acid should be poured into the water.

1825. When working on pole, SPIKES OR NAILS IN POLE which may be hazardous to men climbing or working on the pole, must be removed.

1826. NO UNTRAINED EMPLOYEE SHALL STRING, remove or otherwise handle any wire above or in close proximity to any electric light or power wire unless he does so under competent supervision.

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1827. EMPLOYEES WORKING AT A HIGHWAY GRADE CROSSING, which is protected by flashing lights, wig-wag or bell, when signals are operating because of an approaching train, must close instrument cases and stand away from crossing signals and instrument cases to avoid the possibility of drivers of vehicles or pedestrians thinking the employees are causing the warning signal to operate.

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## **STORES DEPARTMENT EMPLOYEES**

Employees of this department will be governed by General Rules and those of the Freight House Employees' Rules, which might pertain to the work in the Stores Department, also any rules of any other department, which might apply to work performed by Stores Department employees.

Special attention is called to the following department rules, with which Stores employees should familiarize themselves:-

Transportation Department Rules (especially as pertain to supply train employees) 1101, 1104, 1105, 1106, 1111, 1201 through 1234 inclusive.

Mechanical Department Rules 1401, 1402, 1403, 1404, 1405, 1406, 1407, 1410, 1414, 1415, 1421, 1422, 1423.

Engineering Department Rules (especially as pertain to supply train employees) 1801, 1804, 1805, 1807, 1810, 1811, 1812, 1813, 1815, 1816, 1817, 1824, 1901.

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## **DINING SERVICE EMPLOYEES**

1901. Be on GUARD AND EXPECT SUDDEN STARTING, STOPPING, or other movement of train or car.

1902. OBTAIN SUFFICIENT HELP to lift or handle heavy or cumbersome objects.

1903. TURN SPOUT OF TEA, COFFEE OR HOT WATER POTS toward center of tray.

1904. Waiter with LOADED TRAY has right of way. Passing in opposite directions, hot service has preference.

1905. Use of DEFECTIVE TOOLS, implements, defective chairs, and equipment is prohibited, and must be reported to Superintendent of Dining Cars.

1906. When practicable PASSAGEWAYS MUST BE KEPT FREE of supplies and material.

1907. Place SHARP EDGED OR POINTED TOOLS so they will not come in contact with employees. When not in use, place them on shelves or hooks, or in racks as provided.

1908. The USE OF CLEAVERS AND KNIVES for opening cans is prohibited. Use the standard can opener provided.

1909. Use of GREASE OR INFLAMMABLE LIQUIDS TO START OR INTENSIFY A FIRE in a stove is prohibited.

1910. Keep a SAFE DISTANCE FROM RANGE while putting food in hot grease.

1911. HANDLING BULK ICE without use of tongs is prohibited.

1912. BULK ICE should be stored in ice and chill boxes and any surplus should not be stored above floor level.

1913. KEEP FLOORS AND FLOOR RACKS CLEAR of fats, fruits, vegetables, or anything which constitutes a slipping or tripping hazard.

1914. Have SUFFICIENT WATER IN SINK to cover outlet of steam pipe.

1915. Guard against injury from:-

- (a) Bones and filis while cleaning fish;
- (b) Rough poultry or meat bones;
- (c) Handle trimming and cutting meat or other material;
- (d) Getting fingers or hands pinched in opening or closing doors, well covers, locker or refrigerator doors;
- (e) Being cut by sharp edges of equipment, cans, glass, china, knives, etc.;
- (f) Being burned while handling liquids, grease, ashes, live steam, removing articles from hot ovens, etc.;
- (g) Slipping, tripping or falling.

1916. The THROWING OF BOTTLES, BOXES, RUBBISH, or any other material along the right-of-way from cars is prohibited.

1917. WEARING LOOSE CLOTHING, such as unbuttoned jackets, shirt sleeves unless rolled, or long neckties, or torn or greasy clothing about stoves is prohibited.

1918. Place WET TOWEL UNDER MEAT BOARD OR ICE on dresser when using to prevent slipping.

1919. HANDLING OF ELECTRIC SWITCHES or turning on electric lights with wet hands is prohibited.

1920. EXTENDING HEAD OR ARMS OUT OF WINDOWS OR SIDE DOORS of moving cars is forbidden. Keep safety bar on kitchen loading door open while door is in use and closed when door not in use, or when train is in motion. Kitchen loading door must be closed when train is in motion.

1921. LOCKER AND REFRIGERATOR DOORS must not be left open. They are to be closed after each use.

1922. STACK MATERIAL AND SUPPLIES evenly and securely on shelves and in lockers.

1923. Keep TRUCKS SAFE DISTANCE FROM SIDES OF CARS AND ENGINES. Handle trucks so as not to endanger passengers moving Along platform.

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