

Brooklyn Eastern District Terminal

**OPERATING and
SAFETY RULES**



*Operating Department
Employees*

Effective April 1, 1962

315

Brooklyn Eastern District Terminal

19_____
(Date)

(Location)

Received copy of Operating Department
Rules effective April 1, 1962.

I understand that I am required to have
a thorough knowledge of and obey these
rules.

(Name)

(Occupation)

BROOKLYN EASTERN DISTRICT TERMINAL

Rules
for the government
of the Operating Department

Effective April 1, 1962

RULES OF THE OPERATING DEPARTMENT

Effective April 1, 1962

The rules herein set forth govern the Operating Department of the Brooklyn Eastern District Terminal. They take effect April 1, 1962 superseding all previous instructions inconsistent therewith.

To enter into or continue employment in the service of the Brooklyn Eastern District Terminal under the rules herein set forth is an agreement upon the part of an employee to abide by such rules.

The rules herein continue in full force and effect, notwithstanding any violation thereof, and can only be abrogated by authority of the President and General Manager.

Special instructions not conflicting with these rules may be issued by proper authority.

F. F. Dayton
Superintendent

R. L. Williams
Master Mechanic

N. G. Cutter
Mgr. Traffic & Operation

J. D. Mead
Mgr. Equipment &
Structures

APPROVED:

M. M. McClelland
President & General Manager.

OPERATING DEPARTMENT RULE BOOK

No. _____

315

THIS BOOK

Is the Property of

BROOKLYN EASTERN DISTRICT
TERMINAL

And is Loaned to

NAME		EMPLOYED AS	

Who hereby agrees to return it to the proper officer, when called for, or upon leaving the service, or the sum of fifty cents must be paid in settlement therefor.

GENERAL NOTICE

Safety is of the first importance in the discharge of duty.

Obedience to the rules is essential to safety.

In case of doubt the safe course must be taken.

To enter or remain in the service is an assurance of willingness to obey the rules.

The service demands the faithful, intelligent and courteous discharge of duty.

Cases not covered by the rules demand sound judgment in applying correct principles of safety, efficiency and economy. Such judgment should be to supplement the rules and never to deviate therefrom.

SPECIAL INSTRUCTIONS

Security

1. Every railroad employee should realize the importance of protection against overt acts. Everyone should develop an alertness which will make him a part time plant protector along with his daily work. To this end, the following are of the greatest importance:

(a) Report any suspicious act or circumstance immediately to your Supervisor, Foreman or Department Head.

(b) Ask strangers what their purpose is in and around railroad property. If the reasons given are not sufficient or if they have no passes or other identification, your Supervisor should be notified at once.

(c) Be constantly on the alert for suspicious remarks or acts of others that may lead to serious consequences.

(d) Report all cases of repeated or deliberate carelessness.

(e) Be suspicious of and report strangers asking for any information in which they have no apparent interest. This is particularly true of questions concerning yard capacities, track capacities, fuel storage capacities, vulnerable bridges, etc.

(f) Do not attempt to evaluate information. A report of the smallest detail may lead to discoveries of vital importance.

GENERAL RULES

A. Employees whose duties are prescribed by these rules must provide themselves with a copy. Employees must keep themselves informed of all instructions placed from time to time on bulletin boards.

B. Employees must know, be conversant with, and obey the rules and special instructions. If in doubt as to their meaning they must ask their supervisor for an explanation.

C. Employees must pass the required examinations.

D. Persons employed in any service of the Company are subject to the rules and special instructions.

E. Accidents, personal injuries, mechanical failures or any unusual conditions which may affect operations must be promptly reported to the proper authority from first available point of communication.

G. The use of intoxicants or narcotics by employees subject to duty, or their possession or use while on duty is prohibited and is sufficient cause for dismissal.

H-1. Employees must comply with Company regulations and all local ordinances prohibiting smoking on the property, in buildings, on the waterfront or on marine equipment.

H-2. Employees whose duties or employment are affected by Federal, State or Municipal laws, or regulations of the Bureau of Explosives, must familiarize themselves with all requirements to avoid violation.

J. Employees must report for duty at the designated time and place. They must wear the prescribed badge when so instructed.

K-1. All employees must be courteous in their actions and attitude toward our patrons and others.

The use of profane, indecent or disrespectful language is prohibited.

K-2. Employees who are dishonest, vicious, insubordinate, quarrelsome, uncivil in deportment or who are careless of the safety of themselves or others will not be retained in the service.

L. When Company property is endangered, employees must unite to protect it.

M-1. Employees must exercise care to avoid injury to themselves or others. They must observe the condition of equipment and the tools which they use in performing their duties and when found defective will, if practicable, put them in safe condition, reporting defects to the proper authority.

M-2. They must expect trains or engines to run at any time, on any track, in either direction.

M-3. They must not stand on the track in front of an approaching engine or car for the purpose of boarding the same.

N. Injuries to persons, collisions or other accidents, together with names and addresses of all parties and witnesses, must be reported to the proper authorities promptly and without delay.

O. No employee will absent himself from duty, have a substitute perform his duties, or engage in other business without permission from proper authority.

Employees engaged in classes of service where more than one shift is worked must remain on duty until relieved or instructed to the contrary by proper authority.

P. Employees while on duty are prohibited from playing games and reading literature not concerning their work.

Q. Employees must keep property, equipment and places in their charge neat and orderly.

R-1. Employees are forbidden to remove from Company property any material other than personal belongings.

R-2. Employees are forbidden to sell old rope or any new or used material belonging to the Company.

R-3. When employees discover or observe any articles on boats or property of

this Company, which they cannot account for or determine ownership, they must turn same over promptly to proper authority.

R-4. Theft or pilferage is sufficient cause for dismissal.

R-5. Filing of fraudulent claims or giving false information to the Company is sufficient cause for dismissal.

R-6. The assignment or attaching of an employees wages by a garnishee process or proceedings in aid of execution may be considered sufficient cause for dismissal.

R-7. Employees must yield a willing obedience to the orders and instructions of their superiors and render strict performance of duty.

S. Employees must comply with the Regulations issued by the Commandant of the United States Coast Guard **GOVERNING THE HANDLING OF EXPLOSIVES OR OTHER DANGEROUS ARTICLES ON BOARD VESSELS.**

T. Unauthorized persons must not be permitted upon company property or equipment.

U. Employees will be held responsible for the proper use and protection of property entrusted to their care and upon leaving the service must surrender it to the proper authority.

V. Immoral or illegal conduct, gambling in any form, or any such activities by employees while on duty or at any time on Company property is prohibited, and is sufficient cause for dismissal.

W. Employees must not divulge to any person other than the shipper, consignee or duly authorized public officer, any information concerning shipments of freight.

An employee served with a subpoena, summons or other legal process in which this Company, is, or may be interested, requiring such employee to report to any court or officer, shall at once notify the head of the department in which employed.

Employees are forbidden to give any statements or information, either verbal or written, to attorneys or others about accidents or other matters pertaining thereto, except to attorneys or representatives of this Company.

This rule shall not prohibit the furnishing of information to public authorities or to a person in interest as to the fact incident to the injury or death of any person; provided, however, that information contained in the files of the Company or other privileged or confidential reports, must not be divulged. Employees entrusted with records, waybills, statistics or correspondence of the Company must not, under any circumstances, permit

persons unauthorized by their superiors to have access thereto, or verbally or otherwise divulge any of the Company's affair.

X. Employees reporting for duty must have had ample rest. Employees must not sleep on duty.

Y. The solicitation or acceptance by employees of any presents or gratuities from patrons or from subordinates is prohibited.

DEFINITIONS

ENGINE — A unit propelled by any form of energy, or a combination of such units operated from a single control, equipped to handle cars in train or yard service.

YARD SPEED — Proceed prepared to stop short of train, obstruction, or switch not properly lined, or anything that may be required, the speed of engine to be reduced.

YARD — A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes over which movements not authorized by time-table, or by train order, may be made, subject to prescribed signals and rules, or instructions.

YARD ENGINE — An engine assigned to yard service.

OPERATING RULES

1. Standard Time will be used on all reports except that during period of year Daylight Time is observed Daylight Time will be used. Reports given to New York Harbor Roads will be given in Standard Time throughout the year.

7. Employees whose duties may require them to give signals, must provide themselves with the proper appliances, keep them in good order and ready for immediate use.

8. Flags of the prescribed color must be used by day, and lights of the prescribed color and type by night.

9. Day signals must be displayed from sunrise to sunset, but when day signals cannot be plainly seen, night signals must be used in addition.

Night signals must be displayed from sunset to sunrise.

10. Color Signals

COLOR	INDICATION
(a) Red	Stop.
(b) Yellow	Proceed at reduced speed, and for other uses prescribed by the rules.
(c) Green	Proceed, and for other uses prescribed by the rules.
(d) Blue	See Rule 26.

12. Hand, Flag and Lamp Signals

Note.—The hand, or a flag, moved the same as the lamp, as illustrated in the following diagrams, gives the same indication. In the observance of Rules 12(a) the hand or flag movement may be above the shoulder.

12(a).



STOP.

Swung across to the track.

12(b).



REDUCE SPEED.

Held horizontally at arm's length.

12(c).



PROCEED.

Raised and lowered vertically.

12(d).



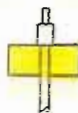
BACK.

Swung vertically in a circle at right angle to the track.

12(h). Any object waved violently by anyone on or near the track is a signal to stop.

12(i). Signals must be given from a point where they may be plainly seen and in such a way that they cannot be misunderstood. If there is doubt as to the meaning of a signal, or for whom it is intended, it must be regarded as a stop signal. If signals disappear from view, the movement must be stopped immediately.

13. Yard Switch Targets Low switch stand



Lined for
diverging route



Lined for main
track

14. Engine Whistle Signals

Note.—The signals prescribed are illustrated "o" for short sounds; "—" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

SOUND	INDICATION
(a) o	Apply brakes. Stop.
(b) — —	Proceed.
(g) o o	Answer to any signal not otherwise provided for.
(h) o o o	When standing back.
(j) o o o o	Call for signals.
(p) Succession of short sounds	Alarm for persons on track.

18. Yard engines will display the headlight to the front and rear by night. When not provided with a headlight at the rear, a white light must be displayed.

Note.—Headlight on end coupled to cars may be extinguished.

26. 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 intercept 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 must be notified and protection must be given those engaged in making the repairs.

When a blue signal is placed at one or both ends of an engine or cars to which an engine is attached, the engineman must be notified; he must also be notified when the blue signal is removed.

30. The engine bell must be rung when an engine is about to move, when running through tunnels, while approaching and passing public crossings at grade, when passing trains and engines on adjacent tracks, and along streets of towns and cities.

31. The whistle must be sounded at all places where required by rule or law, and to prevent accidents.

32. The unnecessary use of either the whistle or the bell is prohibited.

84. An engine working with yard crew must not start until proper signal is given.

101. Engines and cars must be fully protected against any known condition, not covered by the rules, which interferes with their safe passage.

103. Conductors are responsible for protecting the movement of cars to prevent fouling adjoining tracks or pushing cars off ends of tracks.

104. Conductors are responsible for the position of switches used by them and members of their crews.

Employees lining switches must see that points fit properly.

When practicable, the engineman must see that the switches near the engine are properly lined.

104. Conductors are responsible for and must see that derails are kept set and secured for derailment when not in use.

106. Both the conductor and the engineman are responsible for the safety of the train and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection.

This does not relieve other employees of their responsibility under the rules.

108. In case of doubt or uncertainty, the safe course must be taken.

110. Enginemen and train crews having knowledge of a broken or defective rail must immediately notify yardmasters and they must satisfy themselves that rail is safe for passage before attempting to run over it.

127. In order to prepare defense in case of crossing accident where the crossing is protected by electric gates, or other apparatus, the names of outside witnesses to the proper operation of the device, must be secured by the conductor. This would be conclusive proof that the crossing apparatus was operating.

Personal Injuries

735. Whenever employes are injured, everything must be done to properly care for them. If they are to be moved, take them for treatment to the nearest place at which the Company Doctor can treat them. If they cannot be moved, call Company Doctor. If Company Doctor cannot be located call for an ambulance.

738. A report of all accidents, giving names and addresses of the injured persons and the nature of their injuries, if known, must be given immediately to the Superintendent by the Yardmaster, Conductor, Agent, or persons in charge, and as soon as possible thereafter a written report, giving all details obtainable, must be forwarded to the Superintendent, a separate report being made on the prescribed form for each person injured.

738(a). In accidents involving personal injuries, employes must give all information in their possession to designated officers of the company. They must not give statements, signed or otherwise, to others except by permission of the Company.

739. Every effort must be made, particularly in case of personal injury, to procure the names and addresses of all witnesses (employee witnesses to be included) to accidents; also obtain license numbers of auto-

mobiles at or near the scene of crossing accidents.

740. In every case of personal injury in any department, a full and complete report must be made on the proper form by the ranking employe immediately present, no matter whether he considers his statement of importance or not, answering every question as fully as possible.

741. When persons are injured by an accident which may have been caused by defective cars, appliances, tools or machinery, the car or appliance, tool or machinery must be immediately examined by the person in charge to ascertain its condition, and a written report made of the inspection, giving the numbers and initials of cars examined, with names, occupations and addresses of the persons making the inspection. Afterward, any such car or engine must be again inspected and examined by the Foreman or Master Mechanic at such point, the Superintendent to notify such person of the necessity of making such examinations.

742. When an accident is caused by the breaking of machinery, tools, appliances or rails, the broken parts must be so marked as to be readily identified and immediately turned over to the Superintendent, unless otherwise instructed.

Hours of Service

751. The Federal Law does not permit employes in train, engine and yard service to remain on duty more than 16 hours in any 24 hour period. After being on duty 16 consecutive hours, they are required to have 10 consecutive hours off duty, and after being on duty 16 hours in the aggregate in any 24 hour period, they are required to have at least 8 consecutive hours off duty.

751(b). Emergencies include cases of casualties or unavoidable accidents, or the act of God, or where the excess service was result of cause not known to carrier, its officers, or agents in charge of such employes at the time, and which could not have been foreseen.

795. When a train or engine is switching over a public road crossing at grade not protected by a watchman or other protective devices a member of the crew must be stationed at the crossing to give warning to the public.

796. A red sign by day, displaying a red light by night, placed beside the track, indicates that the track immediately ahead is not in condition for normal speed. The speed of engines must be controlled accordingly.

Special Protection of Tracks, Bridges, Wires and Tracks

798. The protection of engines and crews from accident during storms, and the track and bridges from being endangered by sudden and heavy rains and high tides, is of the greatest importance, and all employes concerned must familiarize themselves with the following instructions.

798(a). Whenever there is a severe storm in the yard, high wind or high tides in the vicinity either in the night or day time, all Yardmasters, Tug Dispatchers, Foremen and Watchmen must report any damage, object, or unsafe condition at once to the Superintendent.

798(b). During such storms, etc. employes will be particularly careful not to unnecessarily expose themselves to injury.

General Yardmaster and Yardmasters

815. General Yardmaster and Yardmasters report to and receive instructions from the Superintendent or such official as he may designate. They will conform to instructions issued by other authorized officers.

816. General Yardmaster and Yardmasters will have charge of yards, of the men therein employed, the movement of trains and engines, and the distribution and movement of cars.

817. General Yardmaster and Yardmasters must see that employes are in condition for the proper discharge of their duties.

820. Unless otherwise provided, General Yardmaster and Yardmasters must see that instructions concerning refrigeration, ventilation and protection of perishable freight are observed.

Boat Dispatchers

830. Boat Dispatchers report to and receive instructions from the Superintendent.

They will issue orders and instructions governing the movement of boats and carfloats in accordance with the rules; record the movements of Boats and carfloats and important incidents affecting the operation.

Each Dispatcher going off duty will record for his relief, all outstanding orders as well as other information necessary for his guidance. He will see that the Marine Crew Board is handled and up to date.

Yard Conductors

855. Yard Conductors report to and receive instructions from the Superintendent and Yardmasters. They will conform to instructions issued by other authorized officers. Where there is no Yardmasters, they will conform to instructions issued by the authorized Supervisor.

856. Conductors are responsible for the safe movement and general operation of cars and engines and for the vigilance and conduct of the men employed thereon. They must report for duty at the appointed time.

857. It is the duty of Conductors to:

(a) Require their crews compliance with all rules and regulations affecting the movement of cars or engines in their charge.

(b) Comply with order of Yardmasters or authorized officers or Supervisors.

(c) Check bulletins in effect before commencing each tour of duty.

(d) Know that all employes on the crew or engine are familiar with their duties, and instruct them as to the work to be performed.

872. The unnecessary blocking of highway or yard crossings must be avoided.

874. Conductors must notify the Yardmaster of cars in bad order.

875. Trespassers must not be allowed on trains; and every precaution must be taken to prevent cars from being robbed.

876. To prevent accidents to men engaged in loading or unloading cars on team tracks, industrial tracks, at piers, freight houses or transfer platforms, the cars must not be moved until ample notice has been given to

all persons working in or about them. No person shall be allowed to ride inside freight cars during switching movements except employees in necessary performance of their duties.

879. Before leaving cars, see that all hand brakes on cars on grades are applied, and, if conditions require, other necessary precautions taken.

When picking up cars, cars left in track must be properly secured.

880. When passing over track scales, dead rails where provided must be used unless cars are actually being weighed.

882. Running switches may only be made with the exercise of due care to prevent accident. Hand-brakes and switches must be tested before starting the movement and protection provided for any highway crossing involved.

Trainmen

890. Trainmen report to and receive instructions from Yardmasters. Trainmen on duty and under the direction of Conductors will when on an engine, take instructions from Engineman when Conductor is not present. They will conform to instructions issued by other authorized officers. They must report for duty at the appointed time, be conversant with the rules and examine the bulletin board when reporting for duty.

891. Trainmen must assist Conductors in their work and in every way aid in the safe and prompt performance of their duties.

892. In switching movements equipment must be handled in a manner to prevent damage to cars or contents.

893. Trainmen must observe the requirements for protection of trains and be governed by other rules for train operation.

894. Trainmen must avoid pushing cars on a track unless a member of the crew is at opposite end of the cars to prevent fouling other tracks.

895. To prevent accidents to men engaged in loading or unloading cars on team tracks, industrial tracks, at piers, freight houses or transfer platforms, cars must not be moved until ample notice has been given to all persons working in or about them. No person shall be allowed to ride inside freight cars during switching movements except employees in necessary performance of their duties.

Enginemen

910. Report to and receive instructions from Superintendent and Master Mechanic. They will conform to instructions issued by other authorized officer.

911. Enginemen are required to obey orders of Superintendent, Yardmasters, also Yard conductors in charge of their engine.

912. When operating without a Yard conductor the Engineman will take charge of and be responsible for safe operation.

913. It shall be the duty of Enginemen to:

(a) Examine bulletin board before commencing each tour of duty.

(c) Exercise caution and good judgment in starting and stopping trains and in moving and coupling to cars.

(d) Carefully observe the track for signals and obstructions; comply with all speed restrictions, signal indications, and stop and inquire respecting any signal not understood.

(e) Enginemen are responsible for the proper handling and performance of engines in their charge.

(f) Use precaution against causing fires to property and not allow anything to be thrown or dropped from engine that may cause damage or injury.

(g) Inspect and report condition of engines on completion of each trip, and make minor repairs to engine as required.

916. Engines in service must not be left by engineman, except when relieved at de-

signated places, and must not be left standing in a position to block movements on connecting or adjoining tracks.

917. Enginemen must exercise care to prevent water being thrown from stacks when starting and must not open cylinder cocks, nor permit overflow from injectors at highway crossings or on bridges or structures on which men are working. Enginemen will handle and fire engine so as to avoid the emission of excessive smoke.

918. After sunset enginemen must have in their cab, obscured from passing trains, a white light burning.

922. Enginemen will not permit anyone whose duties do not require it, to ride in engine at any time except on authority of Superintendent. At no time is anyone to be permitted to ride on Engineer's side of engine.

Engine Hostlers

931. Report to and receive instructions from Superintendent, Master Mechanic and Mechanical Department Supervisors. They will conform to instructions issued by other authorized officers.

932. Engine Hostlers are required to obey orders of Superintendent, Yardmasters, also Conductors when in charge of their engine:

933. It shall be the duty of engine hostler to:

(a) Examine bulletin board before commencing each tour of duty.

(c) Exercise caution and good judgment in starting and stopping engines.

(d) Carefully observe the track for signals and obstructions; comply with all speed restrictions, signal indications, and stop and inquire respecting any signal not understood.

(e) Engine Hostlers are responsible for the proper handling and performance of engines in their charge.

(f) Use precaution against causing fires to property and not allow anything to be thrown or dropped from engine that may cause damage or injury.

(g) Inspect and report condition of engines and make minor repairs to engine as required.

(h) See that engines are properly serviced and ready for service when required in accordance with instructions.

(i) Watch, protect and keep safe engines, fires, water, fuel, lubricants and materials from any and all types of damage or loss.

(j) Maintain proper steam pressure, water levels, oil and fuel on all engines in their care.

934. Engines in service must not be left by engine hostlers except when relieved at designated places, and must not be left standing in a position to block movements on connecting or adjoining tracks.

935. Engine Hostlers must exercise care to prevent water being thrown from stacks when starting and must not open cylinder cocks, nor permit overflow from injectors at highway crossings, on bridges or structures on which men are working. Enginemen will handle and fire engine so as to avoid the emission of excessive smoke.

SAFETY RULES FOR THE GOVERNMENT OF OPERATING DEPARTMENT EMPLOYEES

Reporting and Caring for Injuries

1000. In the event of a personal injury, no matter how trivial, employees must promptly report the injury to the immediate supervisor and receive prompt first aid or medical attention. It is the responsibility of the person receiving this information to submit prompt report.

1001. Step Over Rails, NOT on Rails.

1002. Supervision and others in charge of work must enforce safety rules, giving particular attention to newly hired, inexperienced employees, including employees temporarily transferred to perform other than their regular work to insure understanding and compliance with the rules of the Department to which assigned.

1003. All employees, irrespective of occupation, shall caution fellow employees observed performing an unsafe act and report to their immediate supervisor any unsafe conditions or practice which should be corrected.

1004. Employees must be suitably shod and clothed to safely perform their duties. The wearing of thin soled shoes, unbuckled

overshoes, loose, torn, oily or baggy clothing is unsafe. Safety shoes help prevent foot injuries.

1005. Constant alertness is essential to safety.

- (a) Look in both directions before you step foul of any track, and be especially careful when coming out of or from behind engine, car, building, or other structure. If it is necessary to stop to get a clear view of the track in both directions, STOP and LOOK.
- (b) When necessary to walk on track, face the current of traffic, but look frequently in opposite direction.
- (c) When view is obscure, use caution, then proceed.
- (d) Observe footing at all times. Watch for holes, dips and obstacles.
- (e) When crossing a track, keep at least ten (10) feet away from the ends of cars or locomotives to be safe in case of their sudden movement.
- (f) Walking or stepping on rail, frog, switch or guard rail is prohibited.
- (g) Sitting on rail or any part of track structure is prohibited.
- (h) Stepping or jumping across pits is prohibited.
- (i) Careful attention must be given to

footing to avoid injury from slipping and falling under adverse weather conditions.

1006. All forms of "horse play" are forbidden on Company property, whether on or off duty. Railroad property is no place for scuffling, sparring, or playing practical jokes by use of compressed air, electric current or otherwise.

1007. Keep off cars and locomotives except in performance of duty.

1008. Using compressed air or gas to blow dirt from person or clothes is prohibited.

1010. Keep hands out of pockets when using stairs and walking across tracks.

1011. The throwing of bottles, boxes, ashes, or other material from locomotives and cars is prohibited.

1012. Protruding nails must not be left where they will cause injury. Nails should be pulled out or turned down and material removed to a place of safety.

1013. Covers must not be left off drop-pits, manholes or other openings without proper protection.

1014. In opening and closing box car doors, keep fingers away from edge of jamb or car frame. Also keep clear of openings made by door to avoid falling freight.

1016. Any dangling wire is potentially dangerous and should be avoided. When necessary to move a dangling wire, use a non-conductor of electricity such as a dry board or piece of rubber.

Working On or About Cars and Locomotives

1017. Never sit on foot-boards or steps of locomotives.

1018. Standing or sitting on edge of roof of box car or on side of hopper, flat or gondola car or with feet hanging over side or end of car is prohibited.

1019. Trainmen and switchmen riding on moving equipment or when switching, must not extinguish hand lanterns.

1020. Jumping or stepping from roof of a closed car to an open top car, or from cars or locomotives on one track to cars or locomotives on adjacent track, is prohibited whether equipment is standing or moving. Stepping from one car to another after a cut has been made between the cars is prohibited.

1021. Before riding inside empty drop end gondola cars with ends up, or climbing over end, assure yourself that the end is securely fastened.

1022. Do not use end of open top car for hand holds and do not stand inside or near

end when car is loaded with material which may shift.

1023. Only one employe is permitted to mount or ride on leading foot-board of locomotive.

1024. Employes must not ride:

- (a) On foot-board between locomotive and cars when cars are being pushed.
- (b) On drawbar, brake team, brake wheels, journal boxes or end ladders.
- (c) On top of unusually high cars or loads.

1025. Before pushing cars slack must be taken to make sure they are all coupled.

1026. Keep steps and platforms of locomotives clear of snow, ice, tools and other articles.

1027. Material must not be carried on locomotive foot-boards and when carried on locomotive must be properly secured and placed so as not to interfere with hand holds and footing.

1028. Be prepared to avoid injury from sudden starting, stopping, lurch or jerk of locomotive or cars, or when riding on cars, by being braced and holding on, or prepared to do so instantly, and by moving about only when necessary for the performance of duty.

Getting On or Off Locomotives and Cars

1105. When about to get on or off locomotives and cars:

- (a) Look out for locomotives or cars standing or approaching on other tracks, switch stands and other obstructions or openings in the ground.
- (b) Get a firm hold of grab irons.
- (c) Be sure speed is reduced sufficiently.
- (d) Use rear steps of caboose and when practicable, use rear steps or ladder of last car getting on and off other cars.
- (e) No part of a car or locomotive truck should be used as a step.

1106. When going up or down ladders, face the equipment, keep feet turned slightly sideways and place maximum portion of ball of foot on ladder rung. Hold body close to ladder. Grasp a SEPARATE grab iron firmly with each hand.

1107. Face in direction in which movement is being made unless duty requires otherwise.

1108. When getting on or off cars and locomotives, or when going up or down ladders, don't carry bundles, clothing or other articles in such manner as to interfere with your free and safe movement.

Coupling or Uncoupling

1112. Never go between, or closely in front of, moving locomotives and cars.

1113. Before going between cars coupled to locomotive, or cars which may be moved:

- (a) Give stop signal and receive acknowledgement, unless definite understanding has been reached to insure protection against unexpected movement.
- (b) Wait until slack has been adjusted.
- (c) If cars are on grade know they are secured.
- (d) Look in both directions to see whether other cars or locomotives are approaching.

1114. Never give a signal to move locomotive or cars while an employe is between the cars.

1115. When stepping between cars:

- (a) Never place your foot in crotch of frog, or in any position where it may be caught.
- (b) Don't place your hand or foot on coupler or between coupler head end and sill.

1116. Use lever to uncouple. If lever does not operate easily, have definite understanding for complete protection against unex-

pected movement before operating pin or knuckle by any other means.

1117. When making adjustments:

- (a) Never use finger to adjust lock pin through hole at bottom of coupler.
- (b) Never adjust drawbar, knuckle or locking pin while cars or locomotives are in motion, or about to come together. The use of foot for the purpose of making such adjustment at any time is prohibited.

1122. When going between cars to couple or uncouple connections, and after completing such work, use care to avoid striking head or body on coupler or other appliances, and when stepping out from between equipment watch carefully to avoid being struck by movements on adjacent tracks.

Operating Brakes

1126. Take proper position on car as required by type of brake to be operated. Have secure footing and firm hand hold to prevent slipping and falling, sprain or strain from losing hold, footing or balance.

1127. Never use brake clubs that are not of standard type, or clubs that are in any way defective.

1128. Make certain your club is in a firm position in brake wheel before applying heavy stress, by pushing on brake club toward car body, not pulling.

1129. Apply steady pressure on wheel or club, never apply pressure with a jerk.

1130. Before cars are cut off, test brakes on cars which are to be controlled by hand brakes.

1131. After testing brakes, release only enough to allow car to run without unwinding all the slack.

1132. Caution must be observed when releasing brakes by hand on cars on which brakes have been set by air.

1133. Never step directly from side ladder to brake step. Step first to end ladder, keeping a firm grip and safe foothold.

1134. In applying or releasing brake, never use any part of an adjacent car as a foot rest.

Operating Switches

1138. When handling switches, watch to avoid injury from —

- A. Lever flying up.
- B. Ball falling on foot or hand.
- C. Hand being caught in latch.

D. Slipping, tripping or falling.

E. Being caught between locomotive or car and switch lever stand.

F. Sprain or strain.

1139. Look in both directions for moving equipment on adjacent tracks and keep clear of it.

1140. After throwing switch replace hook or lock and see that switch points are properly set, and if so equipped, that facing point lock is in proper position.