

BROOKLYN EASTERN DISTRICT TERMINAL

**OPERATING and
SAFETY RULES**

*Marine Department
Employees*

Effective July 1, 1955

**BROOKLYN EASTERN
DISTRICT TERMINAL**

Rules
for the government
of the Marine Department

Effective July 1st, 1955

OPERATING AND SAFETY RULES
OF THE
MARINE DEPARTMENT

Effective July 1, 1955

The rules herein set forth govern the Marine Department of the Brooklyn Eastern District Terminal. They take effect July 1st, 1955, 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 employe 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.

N. G. Cutter
Superintendent

Approved:

M. M. McClelland
President and General Manager

No. 60

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.

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.

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 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 in the Marine Department are subject to the rules and special instructions.
- E. Employees must assist each other in carrying out the rules and special instructions. They must report promptly to the proper Official any violation.
- F. Accidents, personal injuries, mechanical failures or any unusual conditions which may affect marine 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. Employees must comply with Company regulations and all local ordinances prohibiting smoking on the water front or on marine equipment.
- J. Employees must report for duty at the designated time and place. They must wear the prescribed badge when so instructed.
- K. 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.
- L. When Company property is endangered, employees must unite to protect it.
- M. Employees must use care to avoid injuries to themselves or others. They will observe the condition of equipment and tools they use; when found defective, they will, if practicable, put them in safe condition, reporting defects to proper authority.
- 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.
- 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 boats and places in their charge neat and orderly.
- R. Employees are forbidden to remove from Company property any material other than personal belongings.
Employees are forbidden to sell old rope or any new or used material belonging to the Company.
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.
Theft or pilferage is sufficient cause for dismissal.
- 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 boats.
- 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 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.

When an employee is 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, he 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 intrusted 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 affairs.

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

OPERATING RULES

Towing and Lighterage Service

1. The Master (or Pilot) is responsible for the safe operation of his boat and tow. The safety of the boat, passengers and crew is the first and all important consideration. The pilot rules and other governmental laws and regulations must be complied with at all times.
2. A Master is responsible for the maintenance

of a proper look out at all times when his vessel is under way.

3. A Master must assure himself that all equipment and documents as required by law are on board his boat at all times and that equipment is in serviceable condition. A daily inspection and check must be made of fire fighting, life saving and salvage equipment and notation placed on log showing condition found. Fire pumps must be tested at least once a week, weather permitting.
4. A Master is in charge of his crew and must require strict obedience to the rules. Any violation of orders or insubordination must be reported immediately to proper authority.
5. Should a Master see fit to permit any member of his crew to handle the boat, such operation must be under the Master's supervision. A Master is responsible for the action of such member while handling the boat.
6. Masters and Engineers must be governed by the bell, telegraph and whistle signals adopted by this Company.
7. A Master is responsible for carrying the proper lights as required by the Pilot Rules, on both his own vessel and on boats in tow.

8. When working adjacent to any ferry slip, tugs and their tows must be kept in such a position so as not to interfere with the arrival or departure of ferryboats.
9. As soon as tow orders are received, a Master shall inform his Engineer of the work to be done.
10. When tow orders do not agree with the manifest papers on the boat to be towed, a Master must immediately contact the Tug Dispatcher, notifying him of same, and be governed by instructions received.
11. In the event of a fire involving Company property, the Master must sound the fire call.
12. A Master must respond immediately to fire call and proceed to scene of fire, notifying Tug Dispatcher promptly.
13. Fire axes required by Coast Guard Certificate of Inspection must be used only for the purpose designated.
14. A Master must not remove a float from bridge when in his judgment float is not safely loaded. A Master must immediately notify Tug Dispatcher, giving all particulars.
A Master must not bridge or unbridge a

- float while cars are being pulled or loaded in an adjacent bridge or while a float is being jacked.
15. When necessary to shift other boats in order to place or pick up a boat, Master must arrange that all boats are properly secured before leaving.
 16. A Master must not leave boats adrift while engaged in picking up or landing other boats.
 17. Deckhands and Tug Floatmen, when tying up boats, must see that they are properly secured with a good lead on lines.
 18. When towing floats to or from any point seals must be checked before leaving. If defective seal is discovered, proper authority must be notified immediately.
 19. All mooring and towing lines must be made fast on bitts or cleats provided for that purpose.
 20. An Engineer is in charge of his department and is responsible for the safe and efficient operation of all machinery, equipment and systems, also for the neatness and cleanliness of the department.
 21. An Engineer must maintain discipline in his own Department, Subject to Rule No. 4.
 22. When warming up engine while boat is made fast to the dock, an Engineer must have fireman watch mooring lines until proper strain is on them. Engine must not be turned over any harder thereafter while working on lines.
 23. An Engineer must take the necessary steps to insure that his relief is informed of any defects or anything unusual in the working of the machinery, equipment and systems coming under his care, including the boat making water or taking water through the tail shaft gland or from any other source.
 24. An Engineer, when going on duty, must check the main engine, propulsion machinery and all auxiliaries and make sure that all are in proper operating condition.
 25. An Engineer must make frequent inspections and report any defects found to proper authority.
 26. An Engineer must report to the Master immediately any condition which may affect the operation of the boat.
 27. An Engineer, when laying up a boat, must assure himself, that the boat is safely put away, proper valves opened or closed as may be required, steam hose connected to the heating system, making sure that steam is properly passing through the heating

system when required and that the equipment coming under his care is properly protected.

28. An Engineer during his tour of duty must not leave the engine room unattended and should it become necessary for the engineer to leave the engine room he must properly instruct the fireman to stand by and remain in the engine room.

Should an Engineer see fit to permit the Fireman to handle the engine, it must be under the Engineer's supervision, and the Engineer is responsible for the actions of others while handling engine.

29. Should it become necessary for an Engineer to go ashore, the Master must be informed and upon return of the Engineer, he must advise the Master that he is aboard.

30. An Engineer is responsible for the duties and operations performed by men under his supervision.

31. Unauthorized persons must not be permitted in the engine room.

32. Engineers must familiarize themselves with all equipment and systems coming under their care and keep the equipment and systems in good operating condition at all times.

33. Firemen are under the supervision of Engineers in carrying out of their duties, subject to Rule No. 4.

34. The Hostler is responsible for the safety and security of the vessels coming under his care at all times and must report immediately any unusual condition to the proper authority. It will be the duty of all Hostlers to continually check the condition of all vessels under their care, making sure the vessel is properly tied up and where steam heat is being used that sufficient steam and heat are being supplied to each vessel, also to check each vessel for fire hazards. Bilges are to be inspected for excessive water and any excess promptly reported.

It is the duty of the Hostler to check the amount of water in boilers, fires and steam pressure on laid up boats and to examine bilges for water and if necessary syphon or pump out bilges.

Hostlers must maintain a sufficient amount of steam in boilers of boats to provide for the immediate operation of five pumps in case of emergency or to enable boat to be put in service on short notice.

35. Should a Hostler observe any unauthorized person on board laid up boats, proper authority must be immediately notified.

36. Bridgeman is responsible for the safe loading of carfloats. He must inform the Tug Dispatcher immediately if, in his judgment a float is not properly loaded.
37. Bridgeman must be assured that brakes are set and cars properly chocked and chained before releasing floats from bridges.
38. Bridgeman must not permit loaded or partially loaded floats to be pulled off pins by tugboats.
39. Bridgeman must see that carfloats at bridges are checked for amount of water in compartments, inspect for damage and see that proper number of lines are on board floats.
40. Bridgeman must see that lights on racks and bridges are properly lighted and that properly lighted lights are on outer ends of floats in bridge rack lines or at other locations at night or whenever necessary.
41. Bridgeman must see that on floats, partially loaded, that cars are placed back to second chain. Under no conditions must floats be released from bridges when cars are extending over end of float.
42. Bridgeman must see that rack lines are

placed on floats while being loaded or unloaded in float bridges.

43. Floats coming into bridges must be inspected by Bridgeman. Lines and dunnage must be removed from track rails. Irregularities must be reported to proper authority.
44. When handling three-track floats, chains on cars on center track must not be removed until cars have been removed from either side.
45. Should, for any reason, a dispute arise on a float consigned to an outside point in connection with float or cargo, Floatman must notify proper authority by telephone as soon as practicable, giving all details.

SAFETY RULES

Marine Department Employees

GENERAL NOTICE

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

Obedience to the rules is essential to safety.

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

The Company does not wish or expect its employees to incur any risks whatever from which, by exercise of their own judgment, and by personal care, they can protect themselves, but enjoins them in all cases to do their duty in safety, whether they may, at the time, be acting under orders of their superiors or otherwise.

All personal injuries, regardless of how trivial, must be reported immediately, on prescribed form, and employee given medical attention.

All employees are members of the SAFETY ORGANIZATION irrespective of the capacity in which employed and it is their duty to caution fellow employees observed performing duties unsafely and report to their immediate superior any unsafe conditions and practices.

All employees must be conversant with and obey the rules and special instructions. If in doubt, as to their meaning, they must apply to proper authority for an explanation.

All employees performing work for another department will be governed by the safety rules of that department.

The ability to swim is important to those performing duties on floating equipment. It may prevent you or a fellow employee from drowning.

SAFETY RULES

101. Safety Rules and Regulations of the United States Steamboat Inspection Service must be strictly observed.

102. Waste material must not be allowed to remain on deck, shore, bridges or piers.

103. Care must be used to avoid injury from:

- (a) Stepping on nails in waste material.
- (b) Stepping on material or waste on pier or deck that may roll under feet.
- (c) Slipping on grease, ice or snow.
- (d) Falling overboard from slipping or losing balance.
- (e) Falling from ladders, on stairs or in open hatches.
- (f) Putting hands in moving parts.
- (g) Deck, and all hatch plates shifting or opening under feet.
- (h) Being struck by swinging doors.
- (i) Being struck by tools, material or freight rolling, swinging or falling.
- (j) Walking ahead of a hand truck down a steep grade.
- (k) Climbing around dangerous places.
- (l) Jumping from boat to dock or dock to boat, or from boat while it is moving.

104. Covers and hatches must be properly fastened.

105. While working around machinery, clothing should be buttoned closely. Loose, baggy or torn clothing, gloves, flowing neckties, rings or chains must not be worn.

106. Ladders and scaffolding not in safe condition must not be used.

107. Before using ladders employees must know they are in good condition and properly secured. When using ladders, the sides must be grasped instead of rungs.

108. Every employee shall report to his foreman, or superior officer, any defect in the guarding of or the absence of guards on any machine or appliance required by law to be guarded and must not use nor operate such machine or appliance unless properly guarded. Guards must not be removed except for purposes of repair and then only by express consent of the supervisor.

It is the duty of every employee to report any defect or unsafe condition in the ways, works, plant, tools, machinery or appliances to his employer before using same or at any time when any such defect or unsafe condition or failure to guard shall come to his notice. Such duty to report is hereby made a condition of such employee's employment.

109. If in doubt about the safe performance of work, employee must ask his foreman or superior officer for instructions.

110. The necessity for care must be kept in mind at all times as the rules contained herein may not cover all practices essential to safety.

TUGS AND EMPLOYEES

111. Care must be used to avoid injury from:

- (a) Ropes slipping, rending or parting under strain.
- (b) Stepping in coil of line when line is being slacked around cleat or bitt.
- (c) Being struck by hawser on stern deck of tug when hawsers are out and tug is straightened out after turning.
- (d) Lines becoming fouled under fenders or on other parts of boats or docks which may cause lines to snap off obstructions.

112. Trucks, skids, gangplanks, loose scantling and material must be so placed as to prevent injury.

113. Cargoes must be stowed to avoid injury.

114. Covers of hatches must be properly fastened.

115. Employees must not:

- (a) Stand on rail or guard to throw or receive lines.

(b) Stand or walk on rail of floats when approaching dock or bridge.

(c) Put hands on lifting chains when working chain hoists.

(d) Stand close to a line under strain.

(e) Stand under boom of derrick or under load being lifted.

(f) Stand under draft being hoisted.

(g) Throw pawl on to stop fall from running. Use brake.

(h) Leave fall with pawl off.

(i) Enter with or take out floats from bridges or racks when floats in adjacent bridges are being pulled or loaded.

(j) Step on side fenders when getting on or off boat.

(k) Attempt to replace hatches while men are working in hold of boat.

(l) Smoke on boats loaded with oil or other inflammable or explosive material.

116. Deckhands must use hand rails when walking guards.

117. Defects in hand rails must be promptly reported to proper authority.

118. When lying outside of any boat, the outside boat must be made fast and slack in lines taken up.

119. Both feet must be kept inside of rail when throwing lines from barge to dock.

120. Deck must be kept clear of dunnage when not in use.

121. Bow and stern hatches must be closed, unless protected by grating, when boats are lying next to dock.

122. Cabin doors, when open, must be hooked to back of cabins.

123. Captains must examine shackles, blocks, falls and shrouds and report immediately any defect.

124. Shrouds must be evenly strained.

125. Employees must keep themselves informed of the location of fire apparatus.

126. Employees must know that heaving-line and life-ring are in order and in readiness for immediate use.

127. Unauthorized persons must be kept off boats.

128. Life preservers must be kept in good condition and in place provided. Captains must make frequent inspection and report to proper authority.

129. When putting ladder down in hold of light boat, it must be made fast from top rung with a line to rail on deck.

130. Captains must examine capstans, if any, monthly and make written report promptly if out of order.

131. Captain must keep a deckhand on look-out on any boat or float when captain's view is obstructed.

132. Lockers and storage space for clothes must be cleaned daily and kept free from combustible material.

ENGINE ROOM EMPLOYEES

133. Engineers of boats must keep a lighted lantern in engine room after dark, convenient and ready for use in case of failure of electric lights.

134. Care must be used to avoid injury from:
(a) Machinery in motion when screwing down grease cups.

(b) Handling hot fire tools.

135. Wiping running engines is prohibited.

136. Discharge valve must not be opened to blow down boilers at shop or drydock until safe to do so.

137. Guards on main engines and auxiliaries must be replaced immediately after adjustments or repairs are made.

138. Engineers must know that men are clear of engines before starting.

139. Employees in engine room must wear a jumper or long sleeve shirt while working around hot steam pipes.

140. Employees, other than those connected with operation of boat, must not be allowed in engine room when machinery is running.

141. Exit holes must be covered when ladders are removed for making repairs.

142. Hose and couplings must be known to be in good condition before being used for scalding purposes.

143. Hand must be kept inside of ring when using fire hook.

144. Engine room employees must wear goggles when scaling boiler or blowing tubes.

145. Engine must be properly shored to prevent moving before making repairs.

146. Fire doors must be properly latched.

147. Unauthorized persons must be kept out of engine room.

148. Bilges must be kept clean and leaks reported.

149. Employees must not close a boiler without first making a careful inspection to know that no person is in it.

150. Lockers and storage space for clothes must be cleaned daily and kept free from combustible material.