

Board of State Harbor Commissioners
for
San Francisco Harbor

Rules and Regulations
for
The State Belt Railroad

Effective September 5, 1944

(Scanned document follows)

BOARD OF STATE HARBOR COMMISSIONERS

FOR

SAN FRANCISCO HARBOR

RULES AND REGULATIONS

FOR

THE STATE BELT RAILROAD

EFFECTIVE SEPTEMBER 5, 1944

38540

No. 151

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of the

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COMMISSIONERS

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BOARD OF STATE HARBOR
COMMISSIONERS

RULES AND REGULATIONS

for the

STATE BELT RAILROAD

Effective September 5, 1944

The rules herein set forth govern the property under the jurisdiction of the Board of State Harbor Commissioners. They supersede all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

J. W. MAILLIARD, JR., President
THOS. COAKLEY, Commissioner
W. G. WELT, Commissioner

(1)

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FIRST AID CARE OF INJURED

1. Phone Harbor Emergency Hospital immediately.
2. In view of the immediate availability of medical care, interests of injured persons will be better served by permitting emergency hospital stewards and physicians to administer first aid of any greater degree than that urgently required. Employees are not encouraged to apply first aid in most instances. The exceptions to this would be open wounds, particularly those associated with hemorrhage.
3. When first aid is applied by employees—
 - (a) Open wounds should be covered with a sterile dressing.
 - (b) If hemorrhage is present firm pressure should be applied.
 - (c) In the event of injury to an extremity associated with brisk bleeding not controllable by pressure dressing, a tourniquet should be applied.

(2)

GENERAL NOTICE

Safety is of first importance in the discharge of duty.

Obedience to rules is required.

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.

Promotion depends upon faithful discharge of duty and capacity for greater responsibility.

Suggestions from employees intended to promote safety, economy or service, are solicited and will receive consideration.

The public judges a railroad or institution by quality of service, condition of the property and by the actions of its employees.

(3)

GENERAL RULES

A. Employees whose duties are prescribed by these rules must provide themselves with a copy.

B. 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.

C. Employees must pass the required examinations.

D. Persons employed in any service on or about trains are subject to the rules and special instructions.

E. Employees must render every assistance in their power in carrying out the rules and special instructions and must report to the proper official any violation thereof.

F. Accidents, failure in the supply of water or fuel, defects in track, bridges, signals, or any unusual condition which may affect the movement of trains, must promptly be reported to the proper authority.

G. The use of intoxicants or narcotics is forbidden. Their use is sufficient cause for dismissal.

H. Employees on duty must wear the prescribed badge and their appearance should befit the position.

I. To avoid annoyance to the public, employees and others authorized to transact business, must be courteous, orderly and quiet.

(4)

J. In case of danger to property, employees must unite to protect it.

K. 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 put them in safe condition, if practicable, reporting defects to the proper authority.

They must inform themselves as to the location of structures or obstructions where clearances are impaired.

They must expect trains or cars to move or be moved at any time, on any track, in either direction.

They must not stand on the track in front of an approaching engine or car for the purpose of boarding it.

DEFINITIONS

*Engine—Motor—A machine propelled by any form of energy and used in train or yard service.

Train—An engine or motor or more than one engine or motor, coupled, with or without cars.

Yard—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements may be made, subject to prescribed signals and rules, or special instructions.

Yard Engine—An engine assigned to yard service and working within yard limits.

With Caution—To run at reduced speed, according to conditions, prepared to stop short of a train, engine, car, misplaced switch, derail, or other obstruction, or before reaching a stop signal. Where circumstances require, train must be preceded by a flagman.

NOTE.—Where, in these rules, the term “enginemen” appears, it refers to engineers and firemen. Where the term “trainmen” appears, it refers to switch foremen and switchmen.

1.(A) Special instructions supersede any rule or regulation of the book of rules with which they conflict.

1.(B) Bulletin boards or books will be provided at Yard Office or Roundhouse. Yardmasters, enginemen, yardmen, and others con-

(6)

cerned in the movement of trains must review bulletins before commencing each day's work.

Bulletins will be issued by authority and over the signature of the superintendent, and will be numbered consecutively during their effectiveness.

Bulletins which contain information or instructions relating to the rules or movements of trains, supersede any rule or regulation of the book of rules with which they conflict.

SIGNALS

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

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

Night signals must be displayed from sunset to sunrise.

4. COLOR SIGNALS.

Color	Indication
(a) Red	Stop
(b) Yellow	Proceed with caution
(c) Green	Proceed, and for other uses prescribed by the rules
(d) Blue	Rule No. 13

5. (A) When an unattended red flag or red lamp is displayed on or near the track, train, after stopping, must ascertain reason of flag. A signal so displayed will not apply to the track on which the train is running if displayed beyond the first rail of an adjoining track.

(B) Trains must not exceed the speed specified by bulletin, or fifteen miles per hour if no different speed is so specified, while passing over the structure or track affected, until the rear of train clears the limit.

(C) A slow board, when used, will be placed to the right of track in direction of approach, near structure or track over which speed of trains must be restricted. On double track where trains keep to the left it will similarly be placed to the left of track.

Trains, while passing over such structure or track must not exceed the speed indicated on the slow board.

6. A fusee will not apply to the track on which a train is running if displayed beyond the first rail of an adjoining track.

6. (A) Fusees must not be placed in timber-lined tunnels, or on bridges, road crossings, sign boards, between rails of a track, nor at places where damage from fire may result.

7. HAND, FLAG AND LAMP SIGNALS

Manner of Using	Indications
(a) Swung across the track	Stop
(b) Held horizontally at arm's length	Reduce speed
(c) Raised and lowered vertically	Proceed
(d) Swung vertically in a circle crosswise of the track	Back
(e) Swung horizontally above the head when standing	Apply air brakes
(f) Held at arm's length above the head, when standing	Release air brakes

7. (g) Any object waved violently, by any one on or near the track is a signal to stop.

8. ENGINE WHISTLE SIGNALS

NOTE.—The signals prescribed are illustrated by “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) — — —	Release brakes. Proceed
(c) — — —	Train parted
(d) o o	Answer to any signal not otherwise provided for.
(e) o o o	Not to be given in answer to a yellow signal or the explosion of two torpedoes
(f) o o o o	When standing, back up
(g) — — — o —	Call for signals
(h) o —	Approaching public crossings at grade. To be prolonged or repeated until crossing is reached. When necessary.
(i) Succession of short sounds	Inspect brake pipe for leaks or for brakes sticking
(j) o o —	Alarm for persons or live stock on the track
(k) o o o o	Engineer of second engine take control of air brakes
	Engineer of second engine assist in recharging brake pipe

9. The explosion of one torpedo is a signal to stop. When an unattended torpedo is exploded, train, after stopping, must proceed with caution for a distance of not less than one-half mile.

The explosion of two torpedoes is a signal to proceed with caution for a distance of not less than one-half mile.

Torpedoes must not be placed at stations, nor in yards, except in an emergency.

10. The headlight will be displayed to the front and rear of engine by night.

10. (A) When an engine, not equipped with a headlight to the rear, is running backward, a white light must be displayed by night on the rear of the tender.

10. (B) If headlights fail, a white light must be substituted.

11. A yard engine will display a headlight to the front and rear by night. When not provided with a headlight at the rear, a white light must be displayed.

12. When cars are pushed by an engine, a white light must be displayed on the front of the leading car by night.

13. A blue signal or an authorized sign 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 nor moved. Each class of workmen must be protected by its own blue signals or signs and workmen of the same class 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 or signs 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 enginemen must be notified by a member of the crew and protection must be given

those engaged in making the repairs. The same employees must notify enginemen when work has been completed.

USE OF SIGNALS

14. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown must be regarded as the most restrictive indication that can be given by that signal, and the fact reported to the Yardmaster.

15. When a signal, except a fixed signal, is given to stop a train, it must, unless otherwise provided, be acknowledged as prescribed by Rule 8 (d) or 8 (h).

16. When the cause for a flagman's stop signal is fully explained to the engineer, and circumstances do not require the train to stop, it may proceed, being governed by the instructions of the flagman.

17. The engine bell must be rung when an engine is about to move, while approaching and passing public crossings at grade, through tunnels, and where necessary as a warning signal.

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

19. The unnecessary use of either the whistle or the bell is forbidden.

19. (A) Whistle signal must be sounded and bell rung by the leading engine.

20. Watchmen stationed at highway crossings must use stop signals when necessary to stop trains. When no special device is authorized, they must use a red signal to stop highway traffic.

21. All members of train and engine crew must, when practicable, communicate to each other by its name the indication of all signals affecting the movement of their trains.

21. (A) The following signals must be used by flagmen:

Day Signals—A red flag.

Night Signals—A red light, a white light.

22. When day signals can not be plainly seen, owing to weather or other conditions, night signals must also be used.

Engine Foremen and engineers are responsible for the protection of their trains in both directions.

23. Trains must be protected against any known condition which interferes with their safe passage at normal speed.

When conditions are found which may interfere with the safe passage of trains at normal speed and no protection has been provided, such action must be taken as will insure safety.

24. If a train should part while in motion, trainmen must take necessary precaution to prevent damage to the detached portions.

Should there be a sudden application of brakes, which may cause damage to train or obstruct an

adjacent track, train-parted signal 8(C) must be given, and enginemen and trainmen must immediately display stop signals to trains on the other track. Trains receiving these signals must stop and not proceed until it is known that the track is not obstructed.

25. When cars are pushed by an engine, a member of the crew must take a conspicuous position on the front of the leading car.

25.(A) In all switching movements over public crossings not protected by gates or flagmen, a member of the crew must protect the crossing.

Within operating limits of wigwags, crossing bells, or other automatic warning devices, switches must not be left open nor cars left standing on the main track longer than necessary thereby causing excessive operation of the crossing signal.

25.(B) Passenger trains when backing, must be equipped with back-up hose or pipe with whistle attached.

26. Switches and derails must be left in proper position after having been used. Trainmen are responsible for the position of the switches used by them, except where switch tenders are stationed, but, when practicable, the enginemen must see that the switches and derails nearest the engine are properly set.

A switch must not be left open for a following train unless in charge of a trainman of such train.

26.(A) Switches must be left locked or hooked as required, by rule or special instructions. When a switch can not be properly locked or hooked, as the case may be, it must be secured and immediately reported to proper authority.

26.(B) If a rigid switch be run through, it is thereafter unsafe and must be protected.

If an engine or car be run partly through a switch, the movement must be continued; to reverse would result in derailment.

Switches damaged in this way must be spiked unless the section foreman takes charge. Such occurrences must be reported immediately to the yardmaster and superintendent and when practicable, section foreman notified.

26.(C) When a switch is thrown, the employee using it must see that both points have moved to proper position. A switch must be fastened as soon as thrown either way, and, when locked, the chain pulled to insure that lock is securely fastened.

Both switches of a crossover must be kept closed and secured when there is a car or engine on or immediately approaching either switch, except for a direct crossover movement.

26.(D) Running switches will be made only when necessary. Before making a running switch, stop must be made, brakes tested and switch tried.

A running switch with occupied outfit cars, or cars containing livestock, explosives, inflammable liquids, or open top cars on which load is likely

to shift, is forbidden. Other cars must not be kicked nor dropped against such cars.

27. Both the engine foreman and the engineer 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.

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

GENERAL REGULATIONS

29. Indifference in the performance of duties will not be condoned. Employees who are careless of the safety of themselves or others, insubordinate, dishonest, immoral, quarrelsome, or otherwise vicious, will not be retained in the service.

30. Civil, gentlemanly deportment is required of all employees in their dealings with patrons, the public, their subordinates, and each other. Boisterous, profane or vulgar language is forbidden. Employees must not enter into an altercation, no matter what provocation may be given, but will report the facts to their immediate superior.

31. Misconduct or negligence affecting the interest of the railroad or institution must be reported. Withholding such information will be considered proof of negligence or indifference, and treated accordingly.

32. Employees are forbidden to offer presents to their superiors, either directly or indirectly, and those in authority will not accept such presents. The acceptance of gratuities or rewards from passengers or other patrons of the State is forbidden.

33. Unless specially authorized, employees must not use the State's credit and must neither receive nor pay out money on the State's account. Property of the State must not be sold or in any way disposed of except by proper authority.

34. The affairs of the State must not be divulged nor access to the State's records permitted without proper authorization.

35. Information concerning accidents or personal injuries must be communicated or given only to authorized representatives of the State, and then only when known to be authentic.

36. THE STATE'S TELEPHONE LINES MUST NOT BE USED UNNECESSARILY: MESSAGES RELATING TO PERSONAL AFFAIRS OF EMPLOYEES MUST NOT BE TRANSMITTED OVER THEM, EXCEPT IN CASE OF ILLNESS OR ACCIDENT.

37. Employees must not engage in other business without permission of the proper officer. They must report for duty at the prescribed time and place and devote themselves exclusively to their duties during prescribed hours. An employee subject to call for his tour of duty must

not absent himself from his usual calling place without notice to those required to call him.

38. Employees whose duties connect them with the movement of trains must not absent themselves from their places, substitute others, nor exchange duties without proper authority. Trains must not be delayed for trainmen and enginemen to eat, without permission of the yardmaster.

39. Minors must not be employed in yard, train or engine service. They must not be employed in any other service without the written consent of parent or guardian, on prescribed form, which must be filed with application for employment.

40. When leaving the service, or on demand by proper authority, State property entrusted to employees must be returned.

41. Employees who have been dismissed from the service must not be reinstated, or reemployed without the approval of the management.

42. Protection from fire of the State's property and property in its custody is a duty of employees under all circumstances. The employee having direct supervision over the buildings, premises or cars will be held responsible for the observance of safe practices and fire prevention rules and regulations.

Buildings, docks and wharves must be kept free from accumulation of dirt, rubbish or inflammable material, special attention being given to closets, lockers, fuel bins, attics, stationery cabinets, etc. Gasoline and oil must be kept in pre-

scribed places and only authorized containers used. Stoves in buildings must conform to prescribed standards, and must be kept free from accumulation of rubbish. Oils, fuses, torpedoes and matches must be kept in containers provided for that purpose. Fire extinguishers must be kept properly charged and must be located in accessible places ready for immediate use. Fire hose and nozzles must be kept in places provided therefor and in serviceable condition. Water barrels must be kept filled, and the necessary supply of buckets ready for use.

43. Employees must keep a sufficient distance from passing trains to avoid liability of being struck by anything projecting or that may fall or be thrown therefrom. On double track, they should keep outside of and clear of both tracks while train is passing. They must not depend on others to notify them of approaching trains, engines, or cars.

44. Billboards must not be so erected, nor material so placed on State property as to obstruct the view of approaching trains.

45. In emergencies, or in case of obstruction by accident or other cause, suggestions based on observation of the actual situation are useful and required, and frequent report of progress must be made. Prompt action is imperative, and in the absence of designation, the employee on whom the responsibility most naturally falls will assume authority.

46. In case of damage to trains or structures involving the security of freight or other State property, it is the duty of all employees to see that arrangements are promptly made for its protection against loss through pilferage or other means.

47. In case of extraordinary rain storm or highwater, trains must be stopped, and bridges, trestle, culverts and other points liable to damage, examined by engine foreman and engineer, or engineer, if there be no engine foreman before passing.

Trains must run with caution over portions of the track which may have been damaged, and if a defect which may cause an accident be discovered proper authority notified.

48. Employees are warned not to get on or off an engine or car in rapid motion.

They must not stand or ride on foot board between engine and car when coupling or movement is being made, nor go between moving cars, or between engines and cars in motion. If uncoupling lever on one side fail to work, that on the other side must be used. When necessary to change the alignment of couplers, cars must be stopped, and under no circumstances, must attempt be made to adjust couplers with foot or hand, or raise lock pin by hand, while cars are moving.

If necessary to make change or repairs to couplers, the action must be understood by all

employees who may, through misunderstanding, move or cause cars to be moved; the cars should be separated not less than one carlength to reduce liability of injury, should they be moved by mistake. Employees should, when possible, avoid standing directly in line with couplers while making repairs.

Trainmen and enginemen must forbid employees whose duties do not connect them with the movement to get on or off trains, engines, or cars while in motion.

Trainmen or yardmen standing on top of moving car must take position about middle of car, to avoid falling off in case of sudden stop, jerk or slack action. When standing on top of caboose they must stand back of the cupola.

49. Electric light and power wires must be considered alive at all times. Employees must not depend for their safety on the insulation of wires. Employees noticing dangling wire or wires sagging over track, must avoid coming in contact with them. They must provide, if possible, such protection as will insure the safety of themselves and others, and promptly notify the proper authority.

50. On grades, before engine is cut off to do work or any stop of unusual length, the air must be released and a sufficient number of hand brakes set to hold the train. Both engine foreman and engineer will be held responsible for compliance with this rule.

51. Cars must be left clear of any street, highway or private crossing and at least one hundred feet from the crossing, when practicable.

A sufficient number of hand brakes must be set to hold cars; if brakes be inoperative cars must be secured otherwise. When cars are set out on a grade they must be coupled, if practicable, and, in addition to brakes being set, wheels must be blocked.

Cars should not be stored on tracks not protected with derails, facing-point switches, when on ascending grade of one-half of one per cent or over toward main track. In emergency this may be done on instructions of proper authority. In such cases, hand brakes must be securely set, and wheels blocked where necessary.

When wooden cars are stored on tracks without fire protection, an opening of at least forty feet must be made every five car-lengths.

52. When necessary to disturb outfit cars or cars that are being loaded, or unloaded, notice must first be given to all persons in or about the cars to be moved. Such cars must be returned to the location at which found. Care must be taken to avoid injury to persons, or damage to trucks, automobiles or other property not clear.

53. The running gear, brake and draft rigging of trains must be inspected by trainmen as often and as closely as practicable when on the road. If defects be discovered they should be corrected

if possible; cars unsafe to run must be set out. Special attention must be given to hot bearings.

54. A standing train must not block traffic on street or public road crossings longer than five minutes. Trains must not stand on railroad crossings at grade, when practicable to avoid so doing.

55. When practicable, trainmen, track foremen, track-walkers, and watchmen must observe passing trains closely and if anything dangerous be noted, such as defective wheel or coupling, brake rod or beam dragging, hot bearing, must notify trainmen and enginemen of such trains by signal. Trainmen and enginemen must be on the lookout for such signals.

56. Open-top cars loaded with rail, pipe, structural steel, poles or mounted wheels, when such lading projects above sides and end walls of the car, must not be placed next to occupied outfit cars, cars loaded with high explosives or inflammables, when practicable.

57. Engine foreman must advise engineer and yardmaster when there is equipment in train requiring restricted speed.

58. Switching must be carefully done to avoid shocks from abrupt starting or stopping of cars, or from impact in making coupling.

Passenger equipment and outfit cars, when occupied, must not be switched unless air brakes be in use on all cars, and must not be detached while in motion, nor other cars kicked or dropped

against them. When making coupling to such cars, air brakes must be cut in and operative on all cars being handled.

59. Careless throwing of articles from engines and cars is dangerous and forbidden.

60. Employees must provide themselves with a copy and be conversant with all rules and instructions applicable to or affecting their duties.

61. Yardmasters are responsible for conditions within yards. Trains and engines will be under the control of the yardmaster, and all employees in train, engine or yard service will be subject to his direction as to movements within yard limits.

Yardmasters will keep advised of important trains, such as stock, fruit and troop, and make every effort to get them through the yard with the least possible delay. They must see that cars loaded with explosives and inflammable material are placed in the train the prescribed distance from the engine and caboose. Freight assigned to particular trains must be forwarded in such trains. In the absence of other instructions trains may be filled with usual consist.

62. The general direction and government of a train is vested in the engine foreman, and all other persons employed on the train will obey his instructions. Should there be any doubt as to authority or safety of proceeding he will consult the engineer, who will be responsible with him for the safety and the proper handling of the

train and such use of signals and other precautions as circumstances may require. He must obey the instructions of yardmasters within yard limits, and conform to the instructions issued by the Traffic and Accounting Departments.

63. Before commencing work, the engine foreman must be assured that all members of his crew are on hand, his men are provided with the proper tools, supplies and flagging equipment.

64. Engine foremen must assure themselves that their subordinates are competent, instruct them if necessary in the proper performance of their work, and caution them as to its risks. Incompetence and disobedience must be reported.

65. The protection of trains is of the first importance, and engine foremen must not allow other duties to interfere therewith. They must require their helpers to act with the utmost promptness and in strict accordance with the rules. A trainman must be stationed, when practicable, on the rear of every train while in motion.

66. Articles found on trains must be delivered to the person authorized to receive them at terminal stations or headquarters.

67. In case of personal injury, loss of life or damage to property, engine foremen must furnish reports of facts, with the name and address, and written statement when possible to obtain it, of each person who witnessed or has information concerning the accident. In case of death from accident or other cause on their train, or of fatal

injury to a person by their train, they must see that the proprieties are observed and that the body receives appropriate care and is removed as soon as possible to a proper place and left in charge of a public officer or an agent of the State; and in case of serious injury they must see that suitable arrangements are made to care for the injured person before proceeding with train.

68. Persons must not be permitted to ride on an engine without a written order from the proper authority, except employees in the discharge of their duties and those holding transportation endorsed to that effect.

69. Engine foremen are responsible for the security of freight while in their charge. Doors of empty cars in trains particularly refrigerator cars must be closed and doors of loaded cars must be closed and sealed properly unless left open for ventilation.

70. Trainmen must be so distributed over train as to control it most effectively. Unless otherwise provided, yardmen must be on top of their train when descending steep grades and under conditions when the safety of trains so requires.

71. Firemen are subordinate to engineers. Engineers must assure themselves that their firemen are competent, instruct them, if necessary, in the performance of their work and caution them as to its risks. Incompetence and disobedience must be reported.

72. Enginemen must know before starting each trip of day's work that their engine is equipped with prescribed signals, tools, supplies and flagging equipment and that they are in serviceable condition. They must also know that they have an ample supply of water, fuel and sand.

73. Care must be exercised to prevent water from being thrown from the smokestack when starting; at places where personal injury or damage may result cylinder cocks must not be opened or injectors permitted to overflow.

Firing must be done in such manner as to avoid dense smoke.

74. Enginemen must be alert in all matters pertaining to safety and while running must keep a constant and vigilant lookout, carefully note all signals, observe position of switches affecting their movement, and watch for obstructions and defects in track. They must frequently look back for signals and indications of defects in train, especially while rounding curves and approaching sidings.

In backing into a track to take or leave cars, enginemen must approach with caution to avoid injury to persons or damage to property when coupling is made.

75. So far as practicable enginemen must observe all wigwag and other crossing warning devices, and must report from the first available point of communication any that are out of order, stopping for the purpose if necessary.

76. When visibility is impaired by fog, storm, or otherwise, the engineer must sound the whistle frequently as a warning to trackmen and others.

77. If a train make an improper stop at a station or elsewhere, and it becomes necessary to move the train, it must not be done without the proper signal being given.

78. Unless otherwise instructed, engineers shall permit no one to handle the engine, except the fireman when competent, and then only by consent of the proper authority and in the presence of and under the direction of the engineer; the responsibility remaining with the engineer. Only a fireman who has had the prescribed experience as an engineer may be permitted thus to handle the engine of a passenger train.

The leading engine of a passenger train must be handled by an engineer and fireman who have had the prescribed experience.

79. Enginemen must never interfere with the safety valves or allow the boiler pressure to be above the limit at which valves are set. Steam pressure must be regulated to avoid the escape of steam from safety valves.

80. While switching, the enginemen must remain on the engine, exercising great care in handling engine while yardmen or others are making couplings, and must give close attention to signals.

81. When engines are left without a man in charge, enginemen must take necessary precaution to prevent them from moving.

82. When possible to avoid it, engines must not be left standing, within one hundred feet of a street or highway crossing, or under any bridge; nor in the vicinity of waiting rooms, when the noise or smoke may disturb the occupants. When passing waiting rooms or depots, care must be exercised by enginemen to prevent pedestrians being burned or wet by injectors or blowoff cocks.

SAFETY SECTION

SAFETY SECTION OF "BOOK OF RULES"

Safety when coupling or uncoupling Engines,
Cars, Air Hose or Steam Hose.

Safety when on or about cars and engines.

Safety when getting on or off cars and engines.

Safety when operating switches.

Safety when on or about structures, platforms
and tracks.

Safety when operating hand brakes.

INTRODUCTION

SAFETY is the first consideration in every detail of operation.

SAFETY RULES tell the safe way of performing operating duties. They are issued to give maximum protection to railroad employees, railroad traffic and the general public.

Observance of these rules is essential to the safety of all. Employees who violate them endanger themselves and others, will not be continued in the service.

GENERAL SAFETY RULES

These are simple rules of common sense. They are so simple that you may be inclined to give them little thought—but don't be misled. No set of rules can cover every situation that may arise in the operation of a railroad.

These rules deal with the more obvious principles of safety but the greatest factor of all is just **PLAIN COMMON SENSE**. Most serious accidents occur through violation of these simple rules. Read them—Learn them—**USE THEM**.

LOOK WHERE YOU'RE GOING!

101. Look in both directions before you step foul of any track, and be especially careful when coming out of or from behind an engine, car, building or other structure. If it's necessary to stop to obtain a clear view of the track in both directions—**STOP**.

102. When escaping steam or smoke obscures your view, don't pass through it. Either wait until it clears or walk around it, whichever is more practical—but *don't walk through it*.

DON'T FOOL AROUND!

103. All forms of "horseplay" are forbidden whether you are on or off duty. Railroad property is no place for scuffling, sparring, or practical joking.

104. Keep off cars and engines except in the performance of duty.

PROTECT THE OTHER FELLOW!

105. Material and scrap must not be left in path alongside or in between tracks if practicable

to avoid or remove it. When it can not be avoided, proper notice must be given promptly.

106. Don't leave boards with nails protruding upwards. When you observe such boards, act to remove the hazard.

DO IT THE SAFE WAY!

107. When it is necessary to move a dangling wire, use a non-conductor of electricity, such as a dry board or piece of rubber. Avoid dangling wires whenever possible.

108. Don't step on top of a rail, frog, or switch.

109. When crossing a track, keep far enough away from the ends of cars or engines to be safe in case of their sudden movement. Do not walk alongside or abreast of another person.

BE FAIR TO YOUR FEET!

110. High shoes give stronger support to your ankles than low shoes and prevent many sprains and falls. Use of steel-toed Safety Shoes reduces hazard of toe injuries.

COUPLING OR UNCOUPLING ENGINES, CARS, AIR HOSE, OR STEAM HOSE

NOTE.—The phrase "between cars" is used to apply equally to movements between engines, between engines and cars, and between cars.

121. Never go between or closely in front of moving engines and cars.

122. Before going between cars coupled to engines or cars which may be moved :

- (a) Give stop signal and receive acknowledgment, unless definite understanding has been reached to insure protection against unexpected movement.
 - (b) Wait until slack has been adjusted.
 - (c) If detached cars are on a descending grade, or may be moved against coupling, make certain they are secured and that you are safe against unexpected movement.
 - (d) Look in both directions to see whether other cars or engines are approaching.
123. 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 on coupler or between coupler horn and end sill.

124. Never give signal to move engine or cars while an employee is between the cars.

125. Use lever to couple and uncouple. If lever does not operate easily, have definite understanding for complete protection against unexpected movement before operating pin or knuckle by other means.

126. Never use finger to adjust lock pin through hole at bottom of coupler.

127. Never use your foot or hand to adjust drawbar, knuckle or lock pin while cars or engines are in motion or about to come together.

128. Keep in the clear and face moving cars and engines when making a coupling.

129. When necessary to remove knuckle pin, always remove the knuckle, and when opening a knuckle, always use the pin lifter to avoid hazard of loose knuckle falling on your foot.

130. When stepping out from between cars or engines, watch carefully to avoid being struck by equipment on adjacent track.

131. Never operate coupler release lever on a car other than the one on which you are riding.

132. When uncoupling air hose :

- (a) Have both angle cocks closed.
- (b) Stand in position clear of hose.
- (c) Take firm grip with *both* hands on one hose.
- (d) Break connection gradually, if possible, to reduce pressure in hose before uncoupling completely.

133. When opening angle cock at rear of car or engine, take firm grip on lower end of air hose to avoid being struck by hose.

134. Operate steam heat valves of passenger train cars from platforms or inside of cars, never lean around from platform steps.

135. When removing steam connection from carrying chain on tender or car, keep your body

in the clear to avoid being burned by hot water accumulation.

136. Never attempt to uncouple train steam hose before steam valves on adjoining cars have been closed.

ON OR ABOUT CARS AND ENGINES

140. Only two men at a time are permitted to ride on pilot or leading footboard of any engine in direction of movement. When so riding, stand at outer end of footboard. When getting off, step *clear* of track, never in front of engine.

141. Never ride on footboard of pilot between engine and car, or between two engines.

142. When standing on top of moving car, take a position about middle of car.

143. Never ride with one foot on footboard of pilot and other foot on drawbar or end sill.

144. Never ride with one foot on one car and other foot on adjoining car.

145. When using ladders on cars and tenders:

- (a) Face the equipment.
- (b) Keep feet turned slightly sideways.
- (c) Place maximum portion of ball of foot on ladder rung.
- (d) Hold body close to ladder.
- (e) Grasp a *separate* grab iron firmly in *each* hand.

146. When getting on or off cars and engines, or when going up and down ladders, don't carry

bundles, clothing, or other articles in such a manner as to interfere with your free movements.

147. Never sit on footboards or steps of standing engines.

148. When engine is moving backwards, never use end ladder of tender.

149. Don't hang from car door with your feet on truss rods, or hang onto handholds with your feet on any part of the trucks.

150. Never stand or place any part of your body between end of car and loads of lumber, pipe or other lading which may shift.

151. When on moving trains, engines or cars, never throw off material such as garbage, bottles, boxes or burning tobacco.

152. Never sit on brake wheel of either a standing or moving car.

153. Don't sit on brake club with one end placed through grab iron or sill step, nor stick brake club between running boards for a back rest.

154. Don't leave brake clubs in holds in end sills of engines. To do so may cause some one to stumble and fall.

155. When necessary to extend any part of your body beyond clearance line of engine or car, be careful to avoid getting struck.

156. When sitting on running board of tank cars, side of flat cars, or in side door of cars, keep your feet from projecting beyond side of equipment.

157. Never stand or sit on edge of box car roof, or on side of hopper or gondola cars, except when necessary to get on and off or when setting hand brakes.

158. Don't jump from one car or engine to another on an adjacent track.

159. Keep informed as to location and nature of impaired clearances to avoid being struck or injured.

160. On trains entering or leaving yards, or when approaching places where stop is to be made or speed reduced, take necessary precaution to avoid injury which might result from sudden stop.

161. When handling oil or water column spouts over tender:

- (a) Brace your body and feet to avoid falling.
- (b) Keep man hole covers closed while adjusting spouts.
- (c) Close man hole covers before returning spouts to normal position.

162. When using engine squirt hose, be careful to avoid injuring anyone opposite gangway or under engine, and always replace hose in its proper position.

163. When opening blow-off cocks, be careful to avoid injuring anyone.

164. Keep in mind rules governing lighting of fires in engines and sanding of flues to avoid being burned, gassed or getting sand in your eyes.

165. Enginemen should never leave their positions in cab unprotected while running if vision from opposite side of cab is restricted by curvature or otherwise.

166. Never go on top of cab or boiler of moving engine, except in an emergency.

167. Never replace headlight globe while engine is moving.

168. Don't place boxes or other containers, blocks of wood, or other articles not pertaining to operation of engines on front or rear thereof, on running boards or in gangway or on top of tender.

GETTING ON OR OFF CARS AND ENGINES

170. When getting on an approaching engine, don't stand on or foul of track in front of it.

171. Never get on or off rapidly moving cars and engines.

172. Before getting on or off, always look in direction of movement to protect your body from striking structures alongside of track, or striking cars and engines on adjacent track.

173. When getting on or off moving equipment, watch closely to avoid stepping on any object likely to result in falling, slipping, stumbling or turning ankle.

174. When getting on or off moving car use rear steps on side away from another track or close clearance, unless it is impracticable to do so.

175. When getting off standing equipment, keep tight handhold until foot is firmly placed to avoid falling, slipping, stumbling or turning ankle.

176. Never jump off end sills or swing between two cars with one hand on each.

177. Never use any part of a car truck, except on empty log flats, as a step when getting on or off cars.

178. When coming out of engine gangway to ladder, or when getting off top of tender or car equipped with vertical steps or ladders, or when stepping from roof of car to brake step, always face equipment and have ball of foot firmly placed before releasing full weight of your body on step, ladder, or brake step.

179. Employees off duty are not permitted to get on or off moving trains.

OPERATING SWITCHES

180. Keep your hands and feet in such position that they can not be caught or struck by lever or ball, and keep body clear of line of travel of lever.

181. When operating high types of switch stands, keep hands on top of lever with fingers and thumbs on underside to prevent being struck when lever is released.

182. Place feet in firm position to prevent slipping or falling.

183. Lift or pull steadily on lever, avoiding twisting movements that might cause sprains or strains.

184. Maintain sharp lookout to avoid having your hand or body caught between footboard, or other parts of engines and cars, and switch lever or stand.

ON OR ABOUT STRUCTURES, PLATFORMS AND TRACKS

190. Keep at least 10 feet away from end of standing trains, cars and engines, unless protection has been provided against unexpected movement of equipment in either direction.

191. Never cross tracks closely in front of moving trains, cars and engines.

192. Use authorized paths or routes to and from enginehouses, yards, shops, stations, etc. instead of using other paths and routes.

193. Always keep safe distance from passing cars, engines, and trains to avoid being struck by falling or projecting objects.

194. When duty requires walking on tracks:

(a) Keep sharp lookout in both directions for approaching cars and engines.

(b) In yards, walk between tracks and keep clear of fouling point.

195. When walking or running, keep close watch for protruding nails, rocks, slag, holes, obstructions, openings, etc., to avoid sprained ankles,

slipping, stumbling or falling. *Stop* if it becomes necessary to turn your head or look backwards.

196. Never carry an open umbrella on or about tracks while on or off duty.

197. Ear coverings that seriously interfere with the hearing must not be worn while on or about tracks.

198. Never sit on rails, ends of ties, bridge railings, or any part of track structure.

199. Don't step or jump across enginehouse or other pits.

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

201. Avoid stepping on surfaces made slippery by grease, oil, wet paint, peelings or similar substances.

202. When carrying a bar, pipe or similar object on your shoulder, tilt it upward to clear head or body of another person.

HAND BRAKE OPERATION

210. To control effectively and safely the speed of cars with hand brakes, it is of first importance that employee has knowledge of how to operate properly the types of brakes with which cars are equipped. All employees whose duties require them to operate hand brakes are expected to

acquire such knowledge and be governed accordingly.

211. In taking position on car, be governed by type of car and brake to be operated. Always maintain firm grip and safe foothold to prevent slipping, falling, sprains or strains.

212. When mounting car, and so far as practicable before operating hand brake, observe closely the condition of pawl, ratchet, and brake wheel to detect any defects.

213. Before cars are cut off on descending grade, test hand brakes to be used.

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

215. Don't swing on brake wheel or club at moment coupling is being made with car on which you are riding.

216. When brake is released, keep well in the clear of revolving parts.

217. If unable to release pawl without forcing from ratchet when releasing brake with or without club, obtain help to prevent wheel from flying around, and release brake gradually so slack can adjust itself.

218. Never place hands or any part of your body between end or side of car and lading which may shift.

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

220. When applying or releasing brake, never use any part on an adjacent car as a foot rest.

221. A sufficient number of hand brakes must be set up to hold cars; if brakes be inoperative, cars must be secured otherwise. When cars are set out on a grade they must be coupled, if practicable, and, in addition to brakes being set, wheels must be blocked.

222. When the brake pipe is charged to pressure, never work on brake rigging of any car without first cutting out the brake.

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