

**The Delaware, Lackawanna & Western  
Railroad Company**

**SAFETY RULES**

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**GOVERNING EMPLOYEES**

**OF THE**

**TRANSPORTATION DEPARTMENT**

No. **227**

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THE DELAWARE, LACKAWANNA &  
WESTERN RAILROAD CO.  
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Who hereby agrees to return it to the proper officer when requested, or upon leaving the service.

**The Delaware, Lackawanna & Western  
Railroad Company**

**SAFETY RULES**

1034. (f) On road-switcher class diesel locomotives, employees are prohibited from riding on or going upon running boards, and when road-switcher class is operated as a multiple unit locomotive, must not pass from one unit to another while locomotive is in motion.

**TRANSPORTATION DEPARTMENT**

1034. (d) Employees are forbidden to ride on gangway in back of the locomotive cab or on steps between locomotive and tender when in motion around curves.

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## NOTICE

These rules are effective May 1, 1945. Employees to whom they apply will be furnished with a copy and are required to understand and obey them.

Officers and supervisory forces will regularly make observations and checks and take such action as may be necessary to insure compliance with the rules.

P. M. SHOEMAKER,  
General Superintendent

Approved:

G. J. RAY,  
Vice-President

## INTRODUCTION

**SAFETY** is the first consideration in every detail of operation.

**SAFETY RULES** tell the safe way of performing operating duties. They are issued for the purpose of insuring greater personal safety to passengers, employes, and the public. Employes who violate them endanger themselves and others, and may not be continued in service.

**SAFETY RULES** as such cannot cover the entire field of railroad operation. Employes must exercise judgment and due care. These are essential for the prevention of accidents and injuries when engaged in any form of railroad work. Most serious accidents can occur through the violation of these simple rules.

Read them—learn them—**OBEY THEM.**

## REPORTING AND CARING FOR INJURIES

**1001.** Accidents involving personal injury, no matter how seemingly trivial, must be reported at once to the proper supervising officer.

**1002.** Obtain first aid or medical attention for all injuries.

## DON'T FOOL AROUND

**1003.** 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.

**1004.** Keep off cars and engines except in performance of duty.

**1005.** Using compressed air or gas to blow dirt from person or clothes is prohibited.

**1006.** Climbing over inter-track fences is prohibited.

**1007.** Keep hands out of pockets when using stairs.

## BE ON THE ALERT

**1008.** 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.**

**1009.** When necessary to walk on track, face the current of traffic, but look frequently in opposite directions.

**1010.** When escaping steam or smoke obscures your view, don't pass through it; either wait until it clears or walk around it.

**1011.** When crossing a track, keep at least ten feet away from the ends of cars or engines to be safe in case of their sudden movement.

**1012.** Walking or stepping on rail, frog, switch, guard rail, or interlocking machinery, is prohibited.

**1013.** Sitting on rail or any part of track structure is prohibited.

**1014.** Stepping or jumping across ash or other pits is prohibited.

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

**1015.** Never go between, or closely in front of, moving engines and cars.

**1016.** Before going between cars coupled to engine, 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 cars are on grade know they are secured.
- (d) Look in both directions to see whether other cars or engines are approaching.

**1017.** (a) When stepping between cars 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 head and end sill.

**1018.** Never give a signal to move engine or cars while an employe is between the cars.

**1019.** Use lever to uncouple. If lever does not operate easily, have definite understanding for complete protection against unexpected movement before operating pin or knuckle by any other means.

**1020.** Never use finger to adjust lock pin through hole at bottom of coupler.

**1021.** Never adjust drawbar, knuckle or locking pin while cars or engines are in motion, or about to come together. The use of foot for the purpose of making such adjustment at any time is prohibited.

and engines watch carefully to avoid being struck by engines, cars or track cars on adjacent track.

**1023.** When coupling or 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.

**1024.** When opening angle cock at rear of car or engine take firm grip on lower end of air hose to avoid being struck by it.

**1017.** (a) When stepping between cars 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 head and end sill.

**1018.** Never give a signal to move engine or cars while an employe is between the cars.

**1019.** Use lever to uncouple. If lever does not operate easily, have definite understanding for complete protection against unexpected movement before operating pin or knuckle by any other means.

**1020.** Never use finger to adjust lock pin through hole at bottom of coupler.

**1021.** Never use your foot or hand to adjust drawbar, knuckle or locking pin, while cars or engines are in motion, or about to come together.

**1022.** When stepping out from between cars and engines watch carefully to avoid being struck by engines, cars or track cars on adjacent track.

**1023.** When coupling or 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.

**1024.** When opening angle cock at rear of car or engine take firm grip on lower end of air hose to avoid being struck by it.

**1034.** (e) Employees must not climb through or over railings of Diesel Locomotives.

**1025.** When removing steam connection from carrying chain on tender or car keep hands and other parts of body clear of end of connection to avoid burns from accumulated hot water.

**1026.** Never attempt to uncouple steam hose before steam valve on adjoining car has been closed.

### **ON OR ABOUT CARS AND ENGINES**

**1027.** Never sit on foot-boards or steps of standing engines.

**1028.** Standing or sitting on edge of roof of box car or on side of hopper or gondola car, is hazardous and prohibited, as sudden movement may throw man to ground.

**1029.** When handling water spout over tender:

- (a) Brace your body and feet to avoid falling;
- (b) Keep manhole cover closed while adjusting spout;
- (c) Close manhole cover before returning spout to normal position.

**1030.** When stoker is operating, keep hands and feet away from conveyor and keep stoker box cover closed.

**1031.** Before riding inside empty drop end gondola cars with ends up, or climbing over end, assure yourself that the end is securely fastened. These end doors are dangerous. Do not use these doors for hand holds and do not

stand inside or near them when car is loaded with material which may shift.

**1032.** Employees are forbidden to ride on leading foot-board or head end of a moving engine.

**1033.** Riding on foot-board between engine and cars when cars are being pushed is dangerous and forbidden.

**1034.** Employees must not ride:

- (a) With feet hanging over side or end of car;
- (b) On engine pilot, drawbar, brake beam, grab irons, brake wheels, journal boxes or end ladders;
- (c) On top of unusually high cars or loads.

**1035.** When using push pole, employees must stand behind pole and when in position move to a place of safety. They must avoid shoving too many cars, or where tracks are too far apart. Only standard poles should be used.

**1036.** Before pushing cars slack must be taken to make sure they are all coupled.

**1037.** Be prepared to avoid injury from sudden starting, stopping, lurch or jerk of engines, cars, or when riding in cabooses, by being braced and holding on, or prepared to do so instantly, and by moving about only when necessary for the performance of duty.

**1038.** Do not stand between cab of engine and the apron on chute of a coal dock while taking coal.

**1039.** Tenders of engines must be loaded so that coal will not fall off, and all tools kept in proper place on engine.

**1040.** When turning squirt hose valve on or off have firm hold of it and keep end pointed towards tender. When not in use put hose in place provided.

### GETTING ON OR OFF ENGINES AND CARS

**1041.** When about to get on or off an engine or car look out for engines or cars that may be standing or approaching on adjoining track, switch stands or other obstructions, or openings in the ground. Watch your step. Be sure you have a firm hold of grab irons. When practical use rear steps or ladder of last car.

**1042.** When boarding moving caboose, get on at rear platform.

**1043.** When using ladders on cars and tenders, 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.

**1044.** Face in direction in which car is moving unless duty requires otherwise.

**1045.** When getting on or off cars and engines, 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.

### OPERATING SWITCHES

**1046.** Keep your hands and feet in such position that they will not be caught or struck by lever or ball.

**1047.** Look in both directions for moving equipment on adjacent tracks and keep clear of it.

**1048.** 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.

### PASSENGER SERVICE

**1049.** Aisles in coaches must be kept clear. Bags and articles must be placed securely in coach racks so they will not fall.

**1050.** Stepping boxes must be used where necessary. Caution passengers leaving cars—"Watch your step".

### IMPORTANT MISCELLANEOUS RULES

**1051.** Don't leave boards with nails protruding upwards where they may be stepped on. Remove the hazard and thus prevent a possible injury.

**1052.** Covers must not be left off drop-pits, manholes or other openings without proper protection.

**1053.** When necessary to move a dangling wire, use a non-conductor of electricity, such as

a dry board or a piece of rubber. Avoid dangling wires whenever possible.

**1054.** 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.

**1055.** Call attention of newly hired employes or inexperienced men to possible danger and warn them whenever necessary.

**1056.** When lighting fusees hold end to be lighted downward and far enough away to prevent burns or fire on face, hands, feet or clothing.

**1057.** Keep caboose steps and platforms clear of snow and ice, and all tools, materials and other articles.

**1058.** Material must not be carried on engine foot-boards, and when placed on pilot must be properly secured and placed so as not to interfere with hand holds.

### OPERATING BRAKES

**1059.** 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.

**1060.** Before cars are cut off, test brakes on cars which are to be controlled by hand brakes.

**1061.** After testing brakes, release only enough to allow car to run without unwinding all the slack.

**1062.** Never use brake clubs that are not of standard type, or clubs that are in any way defective.

**1063.** Make certain your club is in a firm position in brake wheel before applying heavy stress, by pushing on brake club, not pulling.

**1064.** Apply steady pressure on wheel or club, never apply pressure with a jerk.

**1065.** Never step directly from side ladder to brake step. Step first to end ladder, keeping a firm grip and safe foothold.

**1066.** In applying or releasing brake, never use any part of an adjacent car as a foot rest.

### STATION EMPLOYES

**1067.** Trucking over transfer platforms, bridges or gangplanks improperly placed or secured by bolts or other fasteners, is prohibited.

**1068.** Have freight, baggage or material securely loaded to prevent shifting or falling from truck.

**1069.** At local stations, freight, express or other material must not be left remaining between main tracks longer than absolutely necessary.

**1070.** Pull hand truck when practical, instead of pushing it. Pushing a truck in such a way that it obstructs the view is prohibited.

**1071.** Look for and be prepared to stop short of persons or objects, especially when going

through or passing doors, gangways or other passageways.

**1072.** Walking backwards while pulling trucks is prohibited.

**1073.** Straddling handles of two-wheel trucks is prohibited.

**1074.** Lifting beyond normal strength should be avoided; obtain help to lift or handle heavy or cumbersome objects.

**1075.** When lifting, bend the knee and keep back straight, and slowly straighten legs.

**1076.** Keep feet and hands clear of rollers or dollies under load and push from rear when practical.

**1077.** When passing in or out of cars or runways, trucks with loads have the right of way. Truckers with empty trucks must stop clear.

**1078.** Platforms and passageways must be kept clear of obstructions. Slippery places must be sprinkled with sand, ashes, salt or other suitable material.

Good housekeeping is essential in preventing injuries.

**1079.** When removing gangplanks, transfer plates or skids, remove nails, cleats or other fastening devices. Pins removed from transfer plates must be placed in safe location and not strewn over platform.

**1080.** Truckers coming in and out of cars with hand or four-wheel trucks, should cross sheet iron squarely instead of at an angle.

## **SELF-PROPELLED TRUCKS OR TRACTORS**

**1081.** Only properly qualified employees are permitted to operate trucks and tractors. Employees other than operators, are prohibited from riding on mechanical lift trucks and similar devices, or on empty skids being handled by machines.

**1082.** Test brakes and warning signals each day before starting to use truck. If found inoperative report to Foreman immediately.

**1083.** When operating truck or tractor face direction in which equipment is moving.

**1084.** Speeding, reckless driving or other careless operation of trucks or tractors is forbidden.

**1085.** Look for and be prepared to stop short of persons or objects, especially going through or while passing doors, gangways or other passageways.

## **POWER CRANES, HOISTS AND DERRICKS**

**1086.** Unauthorized persons are prohibited from operating or being on cranes, hoists or derricks.

**1087.** Test operation of limit switch by raising hoist until switch operates, and test brakes at beginning of each trick. If found inoperative report immediately to Foreman.

**1088.** Making lifts without hooks or other devices firmly in place is prohibited.

**1089.** Using slings with load unequally distributed or making lifts with chain or sling kinked, twisted or knotted is prohibited.

**1090.** When starting to lift an unusually heavy load, test brakes when load is few inches from floor.

**1091.** Passing or standing under or in path of load suspended from crane, derrick or hoist is prohibited.

**1092.** Stay clear of all cables, chains, ropes, stakes, etc., when heavy pull, or any handling operation, is being made.

### **GASES, ACIDS, EXPLOSIVES, ETC.**

**1093.** Throwing, dropping, or otherwise roughly handling loaded or empty gas cylinders or carboys, is prohibited.

**1094.** Lifting or transporting gas cylinders by hoisting equipment is prohibited, except when a proper cradle is used. Gas cylinders must never be handled by magnet.

**1095.** Employees detecting the odor of gas or other fumes while handling cylinders or carboys shall immediately vacate danger zone; caution others and report condition to Agent or Foreman.

**1096.** Allowing gas cylinders to stand near furnaces, steam pipes or other sources of heat, is prohibited.

**1097.** Before handling carboys, ascertain that stoppers and tops are secure and that carboys

are not damaged or leaking. If stoppers or tops are loose or carboys are damaged or leaking, apply to Agent or Foreman for instructions before handling.

**1098.** Loading carboys, full or empty, or storage batteries, on trucks more than one tier high, is prohibited.

### **CAR HEATERS**

**1099.** When inspecting charcoal heaters in cars employees must work in pairs. When using a rope or chain to remove heaters from bunkers of cars employees must always pull with their backs turned toward center of car and not towards end or side, to eliminate danger of falling.

**1100.** Employees inspecting or servicing heaters in bunkers of cars must leave hatches open a few minutes before entering bunkers and must be accompanied by another person who will remain on top of car beside hatch opening. When necessary to enter body of such cars, doors should be left open for a few minutes before entering and remain open until employee leaves car.

### **AT PASSENGER STATIONS**

**1101.** Care must be exercised in handling baggage and express trucks at stations so as not to foul cars or engines, or endanger passengers.

**1102.** Trucks, when not in use, must be

stored where they will not obstruct platform and be properly secured so they cannot move.

**1103.** When necessary to truck over crossing where there are gates, stop and secure truck clear of tracks until gates have been opened, and stop and secure truck clear of tracks on opposite side before closing gates.

**1104.** Trucking over tracks closely in front of an approaching train is prohibited.

### **FIRE PROTECTION RULES**

**1105.** Employees must use every precaution to prevent fires.

**1106.** Fire apparatus must be kept ready for instant use.

**1107.** Access to fire ladders, extinguishers, hose and other fire fighting equipment must be kept unobstructed at all times.

**1108.** Using gasoline, kerosene or other inflammable liquid to intensify a fire is prohibited.

**1109.** Torch, lantern, or other open flame light must not be used near gas tank of reservoir being unloaded or charged, nor used around storage batteries where there is insufficient ventilation.

**1110.** Greasy waste, paint rags and other similar material must be disposed of promptly. Do not tuck such material in or behind lockers, under benches, behind or under steam pipes or radiators, or in other out of the way places.

**1111.** Approved safety cans, drums or tanks must be used for storing and handling of gasoline, and while filling containers or working tanks, open flame lights, fires, spark producing devices and lighted smokers' material must be kept away.

### **DINING AND BUFFET CARS**

**1112.** A complete First Aid Kit as furnished by the Company, must be available for use at all times. Kits must be replenished immediately after use.

**1113.** Placing material or tools in enclosures of switchboxes is prohibited.

**1114.** Safety bars must be kept in position at all times when train is in motion.

**1115.** Be on guard and expect sudden starting, stopping, or other movement of train or car.

**1116.** Obtain sufficient help to lift or handle heavy or cumbersome objects.

**1117.** Overloading of trays is prohibited.

**1118.** Turn spout of tea, coffee or hot water pots toward center of tray.

**1119.** Waiters with loaded trays have right of way. Passing in opposite directions hot service has preference.

**1120.** Secure and properly support tables placed for use. Tilting chairs when occupied is prohibited.

**1121.** Immediately after making coach lunch sales, coach lunch man must collect all bottles, etc.

**1122.** Defective chairs or other equipment must not be used.

**1123.** Wet or damp passageways and platforms may cause accidents. Therefore, they must be kept as dry as possible at all times.

**1124.** Employees are prohibited from going on top of dining or buffet cars while on tracks electrified with high voltage overhead wires, or while movements are being made to or from other tracks not electrified.

**1125.** Trucks must be moved and handled carefully with due regard to the safety and convenience of passengers and others.

## **KITCHEN AND PANTRY**

**1126.** Use of defective tools and other implements is prohibited.

**1127.** Place sharp edged or pointed tools so they will not come in contact with employees. When not in use, place them securely on shelves or hooks or in racks as provided.

**1128.** The use of cleavers and knives for opening cans is prohibited. Use the standard can opener provided.

**1129.** Use of grease or inflammable liquids in fire box of range to encourage fire is prohibited.

**1130.** Keep a safe distance from range while putting food in hot grease.

**1131.** Rendering grease in the oven is prohibited; such work shall be done in an open kettle on top of the range.

**1132.** Placing vessels of hot grease or water on the floor is prohibited.

**1133.** Place wet towel under meat board or under ice on dresser to prevent slipping.

**1134.** Handling bulk ice without use of tongs is prohibited.

**1135.** Storing papers, rags or other unnecessary inflammable material in or around any part of the kitchen or pantry is prohibited.

**1136.** Floor racks or mats must be securely placed when not in use.

**1137.** Keep floors and floor racks clear of fat, fruit, vegetables, or anything which constitutes a slipping or tripping hazard.

**1138.** Kitchen or pantry sinks must not be emptied while train is in station.

**1139.** Have sufficient water in sink to cover outlet of steam pipe.

**1140.** Guard against injury from:

- (a) Bones and fins while cleaning fish;
- (b) Rough poultry or meat bones;
- (c) Handling, trimming and cutting meat or other material;
- (d) Getting fingers or hands pinched in opening or closing doors, well covers, locker or refrigerator doors;

- (e) Being cut by sharp edges of equipment, cans, glass, china, knives, etc.;
- (f) Being burned while handling liquids, grease, ashes, live steam, removing articles from hot ovens, etc.

**1141.** The use of ice picks or other pointed devices for retaining meal checks is prohibited.

**1142.** The throwing of bottles, boxes, or any other material, from cars is prohibited.