

# Erie Railroad Company

*New York, Susquehanna and Western Railroad Company  
The New Jersey and New York Railroad Company  
Wilkes-Barre and Eastern Railroad Company  
Chicago and Erie Railroad Company*

## SAFETY RULES

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Station Employees

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Effective Sept. 1, 1937

Form 5569 SM 8-37

This Book  
is the property of

**Erie Railroad Company**

*New York, Susquehanna and Western Railroad Company  
The New Jersey and New York Railroad Company  
Wilkes-Barre and Eastern Railroad Company  
Chicago and Erie Railroad Company*

and loaned to

Name

Employed as

Who hereby agrees to return it to  
the proper officer when called  
for, or upon leaving the service.

**Erie Railroad Company**

*New York, Susquehanna and Western Railroad Company  
The New Jersey and New York Railroad Company  
Wilkes-Barre and Eastern Railroad Company  
Chicago and Erie Railroad Company*

**SAFETY RULES**

**Station Employees**

The rules herein set forth govern all Station  
Employees of any of the above named Railroad  
Companies. They take effect Sept. 1, 1937,  
superseding all previous rules and instructions  
inconsistent therewith.

WM. WHITE,  
F. W. ROSSER,  
General Managers.

Approved:  
R. E. WOODRUFF,  
Vice-President.

## 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 employes to incur any risks whatever from which they can protect themselves by exercise of their own judgment and by personal care, but enjoins them in all cases to do their duty in safety whether they may at the time be acting under order of their superiors or otherwise. Employes must exercise care to avoid injury to themselves or others.

All personal injuries, regardless of how trivial, must be reported by the injured employe to his or her immediate supervisory officer immediately after injury occurs. The injured employe must be given prompt medical attention. Full details in connection with any and all personal injuries must be promptly reported on prescribed forms.

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

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

## Station Employees

401. Do not use defective trucks, tractors, tools, gang planks, skids, ladders, ropes, chains, or other equipment and appliances. Take them out of service as soon as they become defective, and arrange for repairs or renewal.

402. Gang planks must be placed and properly secured immediately upon opening car doors.

403. Skids must be properly secured when placed for use.

404. Trucking over gang planks and bridges and using skids not properly secured is prohibited.

405. Wheels of highway trailers, spotted at freight house door or platform, must be securely blocked to prevent moving during process of loading or unloading.

406. Report promptly gang planks, bridges, or skids that are not properly secured.

407. See that freight, baggage, mail and express is properly piled and safely stowed on trucks, platforms and in cars.

408. Trucks must not be moved if there is danger of material falling off.

409. Overloading or unsafe loading of trucks is prohibited.

410. Hand trucks when loaded should be pulled when practicable. Pushing a truck when view is obstructed is prohibited.

411. Employes must retain their hold on trucks until they come to rest; shoving, pushing and coasting is prohibited.

412. Trucking or handling freight to and from cars or freight houses and over platforms in darkness is prohibited.

413. Dollies should be used for the handling of heavy, bulky, or top-heavy shipments.

414. In handling heavy reels of wire or cable over gang planks which are on incline, a wooden block 4 inches by 4 inches square, and 6 inches in length, equipped with handle 24 inches in length, placed in center of block, must be used as check to prevent reel rolling backward.

415. Baggage truck handles must be secured in upright position and wheels secured by chain when not in use.

416. Care should be used by truckers and tractor operators when rounding corners, passing doorways or congested places.

417. Speeding, reckless driving, or other careless operation of trucks or tractors, is prohibited.

418. Operating trucks or tractors close to persons working or walking without properly sounding alarm is prohibited.

419. Test brakes and alarm on tractors before starting work to assure they are in good working order.

420. Tractor operators should face direction in which they are moving.

421. When moving loaded trucks down ramps by tractor, truck must be in front of operator; when going up ramps, the position must be reversed.

422. Sound alarm when approaching doorways, passageways, corners, or other places where persons are likely to step out.

423. Reversing power before tractor has come to a complete stop, except to avoid accident, is prohibited.

424. Bumping car doors, with truck or tractor, to open or close them is prohibited.

425. Leaving trucks or tractors on or close to tracks where they may be struck by moving cars or locomotives is prohibited.

426. Riding of trucks or tractors by other than operators and authorized helpers or standing or riding on couplers of trucks or tractors is prohibited.

427. Operation of tractors, cranes, or elevators by other than those qualified is prohibited.

428. Operation of tractors, cranes, or elevators by persons who cannot read or speak the English language is prohibited.

429. Operation of tractors, cranes, or elevators by persons whose hearing or eyesight is defective or who are otherwise incapacitated for such work is prohibited.

430. Test limit switches and brakes on cranes before starting operation to assure they are in good working order.

431. Hanging or riding on hook or load being handled by crane, derrick, or hoist is prohibited.

432. Leaving crane, derrick, or hoist with load suspended is prohibited.

433. Passing or standing under or in path of suspended load on crane, derrick, or hoist is prohibited.

434. Replace and secure cranes or other appliances in proper position to avoid fouling trucks, driveways, and platforms.

435. Standing or walking near a cable or chain when heavy pull is being made is prohibited.

436. Elevators and appliances must be tested before being used.

437. Getting on or off elevators while in motion is prohibited.

438. Pulling or pushing trucks or operating tractors on or off elevators while in motion is prohibited.

439. Elevators should not be loaded or unloaded until floor of elevator is flush with floor of building.

440. See that truck and load have sufficient clearance before elevator is set in motion.

441. The throwing or dropping of freight, baggage, and express to and from cars is prohibited.

442. The throwing or dropping of tools to and from cars, buildings or other elevations is prohibited.

443. The throwing, dropping, or otherwise roughly handling, gases in cylinders, acid in carboys, explosives, inflammables, and other articles of a dangerous nature is prohibited.

444. Employees must familiarize themselves with rules and regulations issued by the Interstate Commerce Commission governing the handling for transportation by rail of explosives and other dangerous articles by freight, baggage, or express.

445. Watch to avoid sprains or strain when handling freight, baggage, mail, and express as result of losing hold or balance.

446. Care should be used when assisting in the handling of heavy or bulky articles, as a sudden jerk or releasing hold without giving advance warning is likely to cause the other man to lose his hold.

447. Cylinders or other freight packed or crated in long or narrow containers which may be top-heavy or liable to fall over account narrow base should be laid flat, when practicable; if necessary to load on narrow base in order to comply with package markings, such shipments must be securely braced and/or blocked to prevent tipping over.

448. Loading or unloading freight, baggage, mail or express when cars are in motion is prohibited.

449. Set jacks securely on a firm level foundation before using. Insert a block of wood when jacking against metal parts. Remove handles when jacks are not being operated.

450. Watch to avoid injury from:

(a) Being cut by sharp edges of iron, sheet steel, threaded valves, pipe, wire, nails, metal strapping, etc.



- (b) Gang planks or skids falling on hands or feet.
- (c) Freight, baggage or express falling on hands or feet.
- (d) Freight, baggage or express sluing, shifting or falling from trucks.
- (e) Freight, baggage or express falling from piles.
- (f) Hands being caught between truck handles and car doors or freight.
- (g) Truck over-balancing, sluing or falling.
- (h) Coupling or uncoupling trucks, tractors or trailers.
- (i) Being struck by trucks, tractors or trailers.
- (j) Trucks and trailers colliding, or striking persons or objects.
- (k) Gang planks being knocked out of place and trucks running off planks.
- (l) Stepping or falling between platforms and cars.
- (m) Slipping on or tripping over gang planks.
- (n) Slipping, tripping or falling while handling and trucking freight, baggage, mail, and express.
- (o) Splinters or nails.
- (p) Opening and closing car doors. (Fingers caught, freight falling out, etc.).
- (q) Hoisting or lowering freight.
- (r) Tools in the hands of other employees.
- (s) Coming in contact with electrical wiring.
- (t) Handling of heavy shipments and truck loads with insufficient help.
- (u) Steam or hot water.

451. Tracks where freight house men are working must be protected at all times with a red flag during day and red light at night.

452. Flags or lights will not be removed except by authorized employes, and tracks released to the yard until all employes are out of cars, gang planks removed and car doors closed.

453. Removing or applying seals, opening or closing car doors while trains or cars are in motion is prohibited.

454. Outside doors on cars not adjacent to a platform or cars on another track should be kept closed.

455. Slippery platforms, walks, ramps and gang planks must be properly salted or sanded. Snow, ice, oil, grease, etc., must be cleaned, as soon as possible, from platforms, walks, ramps and gang planks.

456. Riding in or on locomotives, loaded or empty cars while they are in motion is prohibited.

457. Scuffling, playing jokes on fellow employes by electric shocks or other appliances, either on or off duty, while on company property, is prohibited.

458. Wearing of a thin-sole shoe while on duty is prohibited.

459. Keep aisleways and walkways free of freight, baggage, mail, express, tools, trucks, gang planks, skids, refuse and other material.

460. The practice of attempting to read or write while walking creates a tripping hazard and is prohibited.

461. Keep freight, baggage, mail, express, tools, trucks, gang planks, skids, or other material, a safe distance from edge of platform or tracks.

462. Remove anything that may be an injury hazard from platforms, paths or walkways—(drawbars, knuckles, boards, wire hoops, scrap, etc.). If unable to do so report same to proper officer.

463. Remove boards with nails protruding and other refuse promptly. Also remove nails, spikes or cleats which may have been used to secure gang planks in cars or on platforms at the time gang planks are taken up.

464. Placing any material of an inflammable nature on or around radiators, steampipes, stoves, furnaces, lockers, or in any other unsafe place, is prohibited.

465. Using open flame or smoking in other than authorized locations is prohibited.

466. Leaving tools or material where there is a possibility of their falling as result of being knocked or jarred down is prohibited.

467. Entering a space enclosing electrical transformers and similar equipment except by authorized persons is prohibited.

468. Walking near or standing in front of, or within swing of sledges, hammers, hatchets, adzes, axes, bars or other tools is prohibited.

469. Secure ladders against slipping before using.

470. When going up or down ladders on cars keep feet turned slightly sideways and keep portion of balls of feet on ladder rungs. Keep body as close to ladder as possible.

471. Watch to avoid slipping, tripping, falling or turning ankle. (Coal, boards, stones, rubbish, ties, rails, frogs, guard rails, switches, holes, opening, etc.)

472. Stepping or jumping across ash or other pits is prohibited.

473. When getting off standing equipment, retain handhold until foot is firmly placed to avoid falling, slipping, tripping or turning ankle.

474. Be certain of safe hand or footholds before climbing anywhere.

475. Jumping off end sills or swinging up or down between two cars or other equipment is prohibited.

476. Jumping or stepping from car to car on adjacent track is prohibited.

477. Jumping from roof of car to open top car is prohibited.

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

479. Fusees and torpedoes must not be used for purposes other than prescribed by rules. (Fusee composition, when gradually heated in a confined space, may cause explosion.)

480. Torpedoes must be kept in a separate container.

481. Torpedoes must not be placed at stations or on or near public crossing.

482. Tightening water glass packing nuts on steam heating plants when under steam pressure is prohibited.

483. Remove all loose ice from top of cars iced, or when ice is removed from bunkers.

484. Coal or other bulk commodities transferred to open top cars should be trimmed to prevent falling from cars.

485. Use of any wrench other than a ratchet or a self-adjusting car wrench when opening or closing doors of drop bottom or hopper cars is prohibited.

486. Stop and look in both directions before crossing tracks.

487. Walk against current of traffic and keep a sharp lookout in both directions for approaching trains. Walk alongside of tracks instead of on the ties.

488. Use authorized paths going to or from work.

489. Keep at least ten feet away from standing trains, locomotives or cars when crossing tracks.

490. Look in both directions to see whether locomotives or cars are approaching before going between cars or locomotives and cars.

491. Keep a safe distance from passing trains to avoid injury from falling objects or projections on equipment.

492. Watch to avoid being caught between locomotives, cars, and fixed structures or cars on adjacent track.

493. Crossing tracks closely in front of moving trains or locomotives or cars is prohibited.

494. Wearing ear coverings which interfere with the hearing while on or about tracks is prohibited.

495. Stepping or walking on rail is prohibited.

496. Sitting on rails in track or sitting on edge of station platform adjacent to track is prohibited.

497. Walking or sitting on sides of hopper or gondola cars is prohibited.

498. Walking or being on the railroad, except when required in performance of duty, is prohibited.

499. Request unauthorized persons not to trespass on company property.

500. Employees inspecting or servicing heaters in bunkers of cars must leave ventilators open a few minutes before entering bunkers and must be accompanied by another employe who will remain on top of car beside hatch opening. When necessary to enter body of car containing heaters, door should be left open a few minutes before entering. All persons are warned against remaining in cars with doors closed while heaters are burning. Employe entering bunkers of cars equipped with heater should be protected by having rope tied under arm pits and end of rope in the hands of employe on top of car.



192. Waiting to avoid being caught between locomotive cars, and being caught by cars on adjacent track.

193. Leaving track's level without giving the train or locomotive or other equipment

194. Working equipment when failure with the handling vehicle or when track is prohibited.

195. Staying or waiting on track prohibited.

196. Sitting on rails or lying on rails or station without authority to work is prohibited.

197. Working or sitting on sides of tracks or shoulders cars is prohibited.

198. Working or sitting on the railroad track when required to perform duty is prohibited.

199. Working unauthorized personnel on

200. Employees working on other than

It is further of this must have ventilation

that a few minutes before entering tunnel and

must be accompanied by another employee who

will remain in top of the tunnel until ventilation

It was necessary to enter back in the tunnel

before door should be left open a few minutes

before entering. All workers are warned against

remaining in cave with doors closed while heat

is not being removed. A warning number of

cars equipped with headlights will be used

in the hands of employees on tunnel tracks.