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FORM 300

Canadian Pacific Railway Company

CODE

OF

SAFETY RULES

AND

SAFE PRACTICES

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CANADIAN PACIFIC RAILWAY COMPANY

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FORM 300

Canadian Pacific Railway Company

CODE

OF

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SAFE PRACTICES

MONTREAL, P.Q.,
1st January, 1949.

To All Employees:

This code of Safety Rules and Safe Practices shall govern employees of the Canadian Pacific Railway Company and its subsidiaries, and supersedes all previous rules and instructions inconsistent therewith.

Special instructions may be issued by authorized officer.

N R Crump

Vice-President.

DEFINITIONS

In this code the following definitions will apply:

EMPLOYEE: Workman or supervisor.

EXPRESS PROHIBITION: An act which an employee is not employed to do and which he is expressly prohibited from doing.

SHOULD NOT: Permits of a discretion. Indicates an act which is not to be performed except when conditions or circumstances make it necessary.

MUST: Permits of no discretion. Is to be observed by those whose authorized duties are within the applicable rule.

SHOULD: Permits of a discretion. Is to be observed, except when conditions or circumstances make it impracticable, by those whose authorized duties are within the applicable rule.

ENGINE: A unit propelled by any form of energy and used in train or yard service.

AUTHORIZED: Sanctioned; directed; ordered; approved.

INSTRUCTED: Taught; trained; coached.

EXPRESS PROHIBITIONS

Employees are not employed to do, and are expressly prohibited from doing the following:

1000. Being on engine, car or vehicle unless authorized.

1001. Being in front of closely approaching engine, car or vehicle.

1002. Boarding, or attempting to board, leading footboard or pilot of moving engine, car or vehicle.

1003. Riding leading pilot of engine or tender.

1004. Being between engine and car, or between cars, which are moving or about to move EXCEPT when necessary to operate handbrake or use end ladder.

1005. Being between engine and car, or between cars, while coupling is being made.

1006. Using finger to line up hole for bolt, pin or rivet, or to adjust locking block in drawhead.

1007. Riding on coupler, buffer beam, journal box, truck side, truss rod or brake wheel.

1008. Riding on top of engine or car where restricted overhead clearance exists or on side of engine or car where restricted side clearance exists.

1009. Being on sill step of crane while crane is working.

1010. Getting on or off moving transfer table or turntable.

1011. Getting on or off, or putting vehicle on or off moving elevator.

1012. Pointing steam, air, water or other pressure line at nearby person.

1013. Pointing pneumatic chipping or caulking hammer at nearby person.

1014. Doing anything to defeat the purpose of safety guard or other safety device.

1015. Playing pranks, wrestling and scuffling.

GENERAL

1100. Employees must exercise the utmost caution to prevent injury to themselves and others.

1101. Employees must report personal injury promptly.

1102. Employees must practice good housekeeping.

1103. Employees must be authorized and instructed before operating gas or oil furnace.

1104. Employees must, when releasing steam, air, water or other gas or liquid from pressure line, arrange authorized protection.

1105. Employees must, when arc welding outside of permanent welding booth, place authorized curtains or screens to protect eyes of other persons from flash.

1106. Employees must avoid contact with high voltage wire either bare or covered; or with other wire adjacent to or liable to be crossed with high voltage wire.

1107. Employees must, when operating vehicle, be familiar with and observe speed restriction; protect unstable load or projecting object; and, in congested area, station, shop and doorway, sound horn and proceed with extreme caution.

1108. Employees must, when it is necessary to throw or drop material, make sure that persons are clear.

1120. Employees should obtain first aid promptly.

1121. Employees should report unsafe conditions promptly.

1122. Employees should remove or bend down protruding nail.

1123. Employees should observe and protect against nail, wire, sharp or jagged edge, splinter and other cutting or piercing hazard.

1124. Employees should watch their step and make sure of firm footing and clear path.

1125. Employees should, when platform, transfer plate, gangplank, footboard, step, ramp, or other work area has been made slippery by weather or other condition, clean and if necessary apply authorized material.

1126. Employees should, when lifting, have secure footing; bend the knees; keep the back straight; take firm grip on object and slowly straighten the legs.

1127. Employees should, when necessary for two or more persons to handle heavy or bulky material or object, remove slipping or tripping hazards; designate one person to give commands and place men according to size, strength and experience.

1128. Employees should examine tools and equipment before using and, if found defective, or not in accordance with authorized specifications, remove from service and repair or report.

1129. Employees should, when piling or placing freight, baggage, express, mail, stores, supplies, equipment, or other materials, pay close attention to stability and weight of pile and carrying capacity of foundation, floor, tier, vehicle, deck, hold or vessel.

1130. Employees should, when disturbing piled or tiered material, pay close attention to stability of pile, warn others and keep clear of falling or moving piece.

1131. Employees should replace cover on drop pit, valve pit, manhole, and other opening where cover is provided.

1132. Employees should rope off floor opening or excavation; or protect by railing, and by lights in addition at night or when visibility is poor.

1133. Employees should, when work is being done overhead, rope off, barricade, or otherwise protect area below.

1134. Employees should keep out from under scaffold, staging, gangplank, ladder or similar structure, unless authorized and unless adequate protection arranged such as roof of lumber, heavy canvas, or heavy wire screen.

1135. Employees should keep out from under, and out of way of, suspended load.

1136. Employees should, when cutting head off rivet or bolt or performing work which might cause flying particles, arrange screen, or other authorized protection.

1137. Employees should, when rolling wheels mounted or unmounted, walk behind and make sure wheels are stopped and blocked before leaving them.

1138. Employees should pay close attention to location of switch stand or other fixed object to avoid striking it when getting on or off car, riding side ladder, or walking in dark, fog or storm.

1139. Employees should see that transfer plate, gangplank, or skid is placed securely before using.

1140. Employees should retard spark when necessary to crank motor by hand.

1150. Employees should not add a hazard to their employment.

1151. Employees should not be near cable, rope or chain when heavy lift or pull is being made.

1152. Employees should not step or jump across pit.

1153. Employees should not step on rail, frog, switch, guard rail, interlocking machinery or connection.

1154. Employees should not leave scrap, tool, grease, spike, bolt, nut, nail, angle bar, tie plate, tie, coal, ice, ladder, stepping box, lashing, or other object to create tripping, slipping or falling hazard.

1155. Employees should not leave object unsecured in position from which it could roll, slide or fall.

1156. Employees should not leave material or tools in switch box, or inside safety guard.

1157. Employees should not wipe face with wool waste or cotton waste.

1158. Employees should not rub eye, face, arm or any part of body with hand while handling acid, alkali or creosoted material.

1159. Employees should not handle metal chips with bare hand.

1160. Employees should not throw water on molten metal.

1161. Employees should not face or watch acetylene or electrical cutting or welding operation when not wearing adequate goggles.

1162. Employees should not use a makeshift in place of coupler, ladder, scaffold, brake club, jack handle, container cover or cap, or other authorized tool or equipment.

1163. Employees should not manually oil, clean, repair or change belt or other machine part in motion.

ENGINES, CARS AND VEHICLES

1200. Employees must be authorized and instructed before moving engine or other self-propelled vehicle.

1201. Employees must be authorized and instructed before using track switch.

1202. Employees must look in both directions before stepping foul of or crossing track and keep out of the way of closely approaching engine, car or vehicle.

1203. PERSONS must have access to and be governed by Maintenance of Way rules and instructions when operating motor car, hand car, velocipede, push car, or similar vehicle on the railway.

1204. Employees must, when on equipment, observe and keep clear of car on adjacent or converging track, and of vehicle, material or other object near the track.

1205. Employees must, when on loaded gondola or flat car which is moving or about to move and which is equipped with upright side, end, stake or bracing, keep hand, foot or other part of body out from between parts of contents and from between contents and side, end, stake or bracing.

1206. Employees must keep out from between ends of running boards of cars.

1207. Employees must, when opening car door or when cutting or removing band, bracing, wire or fastening from load, warn others and keep clear of falling or moving object.

1208. Employees must keep vehicle clear of moving engine or car.

1209. Employees must block wheel or otherwise secure standing platform truck against movement and fasten handle in upright position.

1210. Employees must, when transfer table or turntable is being moved, make sure that persons are clear.

1211. Employees must have turntable dog-plate in position to secure table while equipment is being moved off or on.

1212. Employees must see that tractor and trailers are coupled securely.

1213. Employees must test and know that brakes of engine, car, or vehicle are in working order and of sufficient number and power to control movement under conditions prevailing.

1214. Employees must know, before cars are coupled to or moved, that cars are protected against running out, or striking other car or structure; that persons, toeboards, loading devices, vehicles and materials are clear; contents safe for movement; doors on refrigerator cars, and stock loading gates secured.

1215. Employees must, before occupied passenger car is coupled to, uncoupled or moved, make sure that tail gates or bars have been secured to protect open ends; and that vestibule doors and trap doors are closed or protected.

1216. Employees must, when engine is about to be moved either by its own power or by another engine, ring the bell and know that persons, water spout, sand spout, coal chute apron, snubbing chain and other objects are clear.

1217. Employees must, when in charge of steam boiler, test and know that trycocks and water glass mountings are clear and that water glass mountings are fully open; must replace broken water glass promptly; and must have water glass guard in place before admitting boiler pressure to water glass.

1218. Employees must, before making replacement or repair to brake rigging, cut out and bleed air brake system on engine or car.

1219. Employees must, before entering coal space in tender, shut off stoker engine and place conveyor screw drive in neutral position.

1220. Employees must, before shaking grates or dumping pans, insert safety pin in shaker bar.

1221. Employees must, before shutting off injector or feed water pump, shut off squirt hose valve.

1222. Employees must, when getting on or off engine gangway or tender, face steps and pay close attention to firm handhold and footing.

1223. Employees must keep finger out of grease opening on grease gun.

1224. Employees must inform themselves of locations where restricted clearances exist.

1225. Employees must, when engine is moving forward pulling train, extinguish back-up light on tender.

1226. Employees must direct burning end of fusee away from body.

1227. Employees must, when using poisonous gas for fumigating or other purpose, arrange authorized protection.

1228. Employees must open all hatch plugs and covers for at least two minutes before attempting to service charcoal heaters in refrigerator cars; and, when necessary to go down into bunker, must have another employee present who will remain on top.

1240. Employees should, when throwing track switch, have firm footing and grip; exert steady pull; keep clear and see that others are clear of moving parts of switch; and keep clear of equipment on adjacent tracks.

1241. Employees should, when passing end of standing engine or car, allow distance of fifteen feet.

1242. Employees should keep safe distance from passing engine, car or vehicle.

1243. Employees should when on equipment, pay close attention to firm handhold and footing; keep alert for sudden jolt and face direction of motion.

1244. Employees should, when standing on top of car, keep safe distance from side and end; keep alert for sudden jolt and face direction of motion.

1245. Employees should get on or off trailing end of caboose or last car of train or cut.

1246. Employees should, when opening angle cock or uncoupling air hose, have firm grip on, or keep clear of, flying hose.

1247. Employees should, when releasing handbrake, keep clear of revolving parts.

1248. Employees should, when trucking car or tender, use safety bar to guide center pin into position.

1249. Employees should trim coal to prevent it falling from hopper of tender and keep catwalk free from obstruction.

1250. Employees should keep out from between spout and rear of tender; pull spout around before opening manhole; and replace cover before pushing spout back.

1251. Employees should, when opening smoke box door of engine, keep torch or open flame away.

1252. Employees should check baggage racks of passenger cars and arrange objects securely.

1253. Employees should keep vestibules and steps of passenger cars clear of ice, snow or other tripping or slipping hazard.

1260. Employees should not sit on footboard of engine or tender, or go underneath car or drawbar.

1261. Employees should not get on or off moving vehicle.

1262. Employees should not leave or enter cab of engine by way of window.

1263. Employees should not attempt to get on or off engine or car moving at speed in excess of six miles an hour.

1264. Employees should place baggage, linen-bag, or other object so as to leave clear path in aisle, vestibule, and exit of passenger car in motion.

TOOLS AND MACHINERY

1300. Employees must be authorized and instructed before operating, repairing or testing machinery, electrical apparatus, power saw, pneumatic tool, welding or burning equipment.

1301. Employees must be authorized and instructed before applying grinding wheel to power operated grinder.

1302. Employees must, when shafting or machinery is stopped for servicing, repairs, or other work, protect valve, switch or starting device by padlock or "Men at Work" tag.

1303. Employees must place materials and equipment so as not to interfere with safe operation of machinery.

1310. Employees should apply wrench securely with jaws, if any, pointed in direction of pull; have firm footing and grip; exert steady pull; and protect against slip or break.

1311. Employees should use jack of sufficient capacity for load to be lifted.

1312. Employees should, when using lever jack, keep head and body clear of handle.

1313. Employees should, when handle is not being used, remove it from jack.

1314. Employees should protect jack against side-slip; provide firm foundation; place wooden insert to prevent metal to metal contact; and block load against end or side movement.

1315. Employees should protect jacked-up car, engine, tender or other load, by trestles, tripods or other authorized blocking.

1316. Employees should stop lathe to change gears, unless lathe is designed to permit change being made while in motion.

1317. Employees should use stop blocks, vises, clamps or other authorized devices to secure material firmly before performing machine work on it.

1318. Employees should clamp work rest securely in position not more than ⅛ inch from grinding wheel.

1319. Employees should keep cutting oils and compounds and their containers clean.

1320. Employees should secure wire strand before cutting.

1321. Employees should be on opposite side of striker while holding bar, cutter or punch.

1330. Employees should not use tools for purposes other than those for which they are intended.

1331. Employees should not operate tool or machine equipped with guard unless guard is in place.

1332. Employees should not grind on side of grinding wheel unless wheel and work rest are designed for it.

ELEVATORS

1400. Employees must be authorized and instructed before operating elevator.

1401. Employees must, before starting elevator, make sure that persons and objects are clear, and close gates or doors on elevator so equipped.

1402. Employees must keep gates in elevator shaft closed, except at floor where car is stopped.

1410. Employees should block or otherwise secure vehicle carried on elevator.

1411. Employees should keep clear of open side of elevator.

1420. Employees should not use two-entrance elevator as passageway where other passageway is available.

LADDERS AND SCAFFOLDS

1500. Employees must, when engaged in work above normal reach, use ladder, scaffold, platform, or other authorized equipment.

1501. Employees must construct, maintain and load ladder, scaffold or platform, in accordance with authorized specifications.

1510. Employees should use ladder of sufficient length; place it on firm foundation; and slope straight ladder so that base is about one-quarter of length from perpendicular.

1511. Employees should keep scaffold or similar structure clean of debris, rubbish, ice and snow; and, if necessary, sprinkle calcium chloride, salt or sand on platform.

1512. Employees should, when leaving scaffold or similar structure, remove loose tools, buckets, objects and material.

1513. Employees should lash or otherwise secure base of straight or extension ladder, unless equipped with spikes or non-slip feet suitable for surface on which used; should arrange protection of base by another employee when height, wind, location, or other hazardous condition makes it advisable; should secure top with hooks or chains as authorized; and should keep firm grip with at least one hand, unless protected with life belt.

1514. Employees should place ladder at safe distance from shaft, pulley, door or other movable object.

1515. Employees should place step ladder securely and fully opened.

1516. Employees should have firm footing and face ladder, when ascending or descending.

1517. Employees should, while on ladder or scaffold, avoid overreaching.

1518. Employees should, when carrying light ladder, keep base to the rear and keep front end raised enough to clear a man's head; when carrying heavy or long ladder, should distribute weight between two or more men walking in step and look out for other persons.

1519. Employees should inspect for damage immediately ladder which has been dropped or otherwise abused.

1530. Employees should not ascend higher than third rung from top of straight or extension ladder, and second from top of step ladder.

1531. Employees should not jump on scaffold nor drop material on it.

SAFETY GOGGLES, SHOES, CLOTHING AND OTHER PROTECTIVE EQUIPMENT

1600. Employees must, when forging, grinding, chipping, drilling, reaming, buffing, polishing, welding, burning, cutting, rivetting, rivet heating, heating furnaces, scaling, caulking; breaking concrete, iron, scrap or other material; using punch, chisel, cold set; using compressed air for blowing, cleaning, sand or shot blasting; operating metal and woodworking machine; handling strong acid and alkali, molten metal, and as otherwise directed, use authorized protective equipment.

1601. Employees must take extra precaution when weather conditions make wearing of ear covering indispensable.

1602. Employees must wear life belt securely anchored directly or by lifeline when working in coal pocket or tank car, on pole, outside window, and as otherwise authorized.

1610. Employees should be suitably shod and clothed to perform their duties safely.

1611. Employees should tie securely bottoms of trousers or overalls.

1612. Employees should wear safety goggles correctly fitted, or other adequate eye protection.

1613. Employees should wear safety shoes.

1614. Employees should examine welding goggles, helmet and hand shield before using and, if pin hole, cracked lens, cracked frame, or other defect found, remove from service and repair or report.

1620. Employees should not wear oily or greasy clothing.

1621. Employees should not, while wearing clothing stained with creosote or oil, take part in or approach grass or weed burning operation.

1622. Employees should not wear finger ring, glove, flowing tie, loose sleeve, or other loose clothing around moving machinery.

1623. Employees should not wear metal heel plate.

EXPLOSIVES, FLAMMABLES AND OTHER DANGEROUS ARTICLES

1700. Employees must be authorized and instructed before lifting or transporting acid, alkali or gas cylinder by crane, derrick, or hoist.

1701. Employees must place materials and equipment so as to leave clear path to fire alarms, fire extinguishers and exits.

1702. Employees must keep oxygen cylinders, valves, regulators and other fittings free from oil and grease.

1703. Employees must leave valve key on acetylene cylinder while in use.

1704. Employees must, upon completion of work with oxy-acetylene equipment, close cylinder valves tight, relieve pressure in hose lines, and slacken off regulating valves.

1705. Employees must, before starting work on container of explosive, flammable or poisonous gas or liquid, arrange authorized protection.

1706. Employees must use only authorized solvent for cleaning automotive, air brake or other machine part.

1710. Employees should use carbon-tetrachloride or carbon-dioxide to extinguish fire in electrical equipment, or, in an emergency, dry sand or dry earth.

1720. Employees should not use gasoline, kerosene, or other highly flammable liquid, to start or intensify a fire.

1721. Employees should not transport or use gasoline in caboose or living quarters of service car.

1722. Employees should not apply open flame to thaw drip or piping in rolling stock or building.

1723. Employees should not throw, drop, strike, handle roughly or place near a source of heat, a container of acetylene, oxygen, or other gas, acid or alkali.

CRANES

1800. Employees must be authorized and instructed before operating crane.

1801. Craneman must know, before making lift, that crane is in good order.

1802. Craneman must know, before making lift, that wrecking crane is secured against overbalancing.

1803. Craneman must know, before slewing boom of wrecking crane with or without load, that crane is secured against overbalancing.

1804. Slingman must know that hoisting slings are in good order.

1805. Craneman and slingman must know that hitches are applied in authorized manner.

1806. Craneman must, when operating overhead travelling crane, work to authorized manual signals and accept them only from slingman.

1807. Employees must, before making repairs to overhead travelling crane, notify craneman and protect with patent stops and red flag.

1808. Employees must, when operating industrial, locomotive, or other mobile crane, or rail loader, or pile driver, observe and keep clear of wire, bridge, car or other obstruction.

1809. Employees must keep boom away from power line and must, if necessary to operate in close proximity thereto, arrange for line to be de-energized.

1820. Craneman should raise block slowly when near limit switch to prevent hook from drifting too close to drum.

1821. Craneman should test foot brake at beginning of working period, and test limit switch at least once each week.

1822. Craneman should, when maximum load is to be handled, test hoist brake before load has been lifted more than six inches, and, if brake does not hold, arrange adjustment or repairs.

1823. Craneman should place block vertically over load.

1824. Craneman and slingman should know, before lifting, moving or lowering load, that persons and obstructions are clear.

1830. Employees should not, while load is suspended, rearrange any part of load or tackle.

1831. Craneman should not carry load over workers.

1832. Craneman should not move load without clear understanding of move to be made.

1833. Craneman should not handle load in excess of crane capacity.

1834. Employees should not leave crane with load suspended.

CANADIAN PACIFIC RAILWAY COMPANY

_____
(place) (date)

I have received copy of Safety Code, Form No. 300, effective 1st January, 1949.

I understand that I must have a thorough knowledge of and abide by this code.

(signature) _____

(please print) _____
(surname) (christian name)

(please print) _____
(occupation)

_____
(employee number)

_____
(Supervisor)

_____
(title)

This receipt, when completed, to be forwarded by Head of Department to Staff Records Bureau.

Porok 00431

box 0013-22