

# **GENERAL OPERATING SAFETY RULES**

**of the**



# **RAILROAD MUSEUM OF LONG ISLAND**

This Rulebook is a collection of safety rules that reflect the Railroad Museum of Long Island's (RMLI) concern for patrons' and RMLI members' safety. Constant vigilance and compliance with the rules will result in a safe environment. Safety and teamwork go hand in hand and are essential to creating and maintaining injury-free Museums.

Complacency on the job can lead to a false sense of security resulting in a fatal injury or accident. It is everyone's responsibility to ensure that all personnel adhere to safe work practices. RMLI members must be aware of the mental vacation that can often result in a serious incident. Railroad equipment has no conscience and is unforgiving. Avoid shortcuts! The time you save may be the difference between life and death.

### **GENERAL NOTICE**

The safe work practices in this Rulebook are to assist you in performing your duties as a RMLI member/volunteer. By adhering to them, staying alert and never taking your work environment for granted, you will avoid injury to yourself and others.

Developing good work habits is important. Never take short cuts and avoid taking a mental vacation from safety. Follow these "safe work practices" and avoid personal injuries.

You must be conversant with the safety rules contained herein.

**SAFETY IS OF THE FIRST IMPORTANCE IN THE DISCHARGE OF DUTY**, and in case of doubt or uncertainty, the safe course must always be taken.

Obedience to these rules is essential to safety.

To become or remain a RMLI member/volunteer is an assurance of your willingness to obey the rules.

The welfare of the Railroad Museum of Long Island depends upon the confidence of its patrons in the integrity and trustworthiness of all RMLI members and in their ability to properly perform their assigned tasks safely and efficiently. Membership demands the faithful, intelligent, and courteous discharge of duty.

## **GENERAL SAFETY RULES**

### **1.0 SAFE COURSE**

In case of doubt or uncertainty the safe course must be taken; in all cases, the safest available methods must be followed.

### **2.0 TAKING PRECAUTION**

RMLI members/volunteers must take every precaution to prevent injury to them and other persons under all conditions not provided for by the rules.

RMLI members must not rely entirely upon others, but must protect themselves when their own Safety is affected.

### **2.1 ALCOHOL/DRUGS:**

The RMLI is a DRUG FREE EDUCATIONAL ENVIRONMENT. RMLI members reporting for duty, or on duty, are prohibited from having in their possession, using or being under the influence of alcoholic beverages, drugs or intoxicants.

### **2.2 TOBACCO PRODUCTS:**

The RMLI is a SMOKE FREE EDUCATIONAL ENVIRONMENT. RMLI members reporting for duty, or on duty, are prohibited from displaying or using tobacco products on Museum grounds. Smoking inside museum buildings or railcars is strictly forbidden by order of the Riverhead Fire Marshal.

### **3.0 WALKING IN RAIL YARDS & ON GROUNDS**

When walking, pay attention to footing and other conditions which affect your safety. Observe track elevations and general ground conditions. Ensure firm footing around tracks; watch out for foreign debris and uneven levels. Keep right-of-ways clear and free of debris, tools and equipment. Prevent

tripping and falls – **SAFETY FIRST.**

Use an established route or path to or from the museums, Visitor's Center, Freeman Building, engine house, backshops and equipment yard. When walking and it is necessary to turn your head or look backwards – **STOP** walking before proceeding to look back.

#### **4.0 WALKING BESIDE RAILROAD TRACKS**

When duty requires walking beside railroad tracks: keep a sharp lookout in both directions for approaching trains and railcars and never stand or walk between rails or on the ends of ties when practicable to avoid it.

Always keep a safe distance from passing railcars, locomotives and trains to avoid being struck by falling or projecting objects. Do not sit, stand, step, or walk on rail, frogs, switch, guard rail or other part of track structure.

Do not run on or near tracks. No horseplay!

#### **5.0 WALKING BETWEEN/CROSSING TRACKS**

To avoid being struck by moving equipment, determine that the track is clear by looking both ways before fouling, walking between or crossing tracks. Perform task quickly and get in the clear as soon as possible.

#### **6.0 PASSING TRAINS**

When trains or equipment are passing, no one shall remain near the track where they may be struck.

- A.** When standing, walking, or working on railcars or locomotives, between or near tracks, RMLI members must keep a careful lookout for trains, locomotives, railcars or other moving equipment and expect movement at any time, on any track, in either direction.
- B.** Everyone must stand clear of all tracks when trains are approaching or passing in either direction. No one shall stand on one track while trains are passing on another.

- C. Except when members/volunteers have been specifically assigned to provide warning, RMLI members must not rely on others to notify them of approach of a train, locomotive or other equipment.

## 7.0 **LIFTING**

Lifting beyond normal physical capabilities is prohibited. Avoid jerking or twisting positions and obtain help to lift or handle heavy equipment or cumbersome objects.

**When lifting:** Have a secure footing, bend the knees and keep the back erect, take a firm grip on the object and slowly straighten the legs.

**When necessary for two or more persons to handle heavy or bulky materials or objects, the following precautions must be taken:** Designate one person to give commands for all movements (lifting, walking, lowering or throwing). When practicable, place him/her on one end of the object being handled and fully inform those assisting just what is to be done and what words of command will be. Lift or make other movements only on command.

Place volunteers according to size, strength and experience.

## 8.0 **FIRST AID KITS**

Know the location of first aid kits and ensure they are easily accessible and properly supplied.

## 9.0 **PERSONAL/PROTECTIVE ATTIRE**

RMLI members who are assigned to restoration/maintenance work, track work, signal work, landscaping/maintenance shall be properly attired to prevent injury.

Do not wear loose fitting jewelry, or clothing. Keep shirts buttoned and tucked in. Shirts shall cover the body from neck to trousers including the shoulders – long sleeves are encouraged. Full-length trousers shall be worn. Torn pants, cutoffs or shorts are prohibited. For railcar restoration and heavy maintenance work, coveralls are recommended.

#### **9.1 SAFETY GLASSES**

Safety glasses shall be worn at all times in areas where there is a risk of eye injuries. (Personal prescription glasses with non-shattering safety lenses shall be considered acceptable eye protection.)

#### **9.2 EAR PROTECTION**

Hearing protection shall be worn when loud or continuous noise may cause hearing damage.

#### **9.3 GLOVES**

All members/volunteers shall have and use suitable work gloves for hand protection.

#### **9.4 PROPER FOOTWEAR**

Footwear is an important factor when developing good walking habits. Wear ankle support work boots/shoes with soles and heels firmly attached and that do not have heels that are excessively worn over. Steel toed shoes are strongly suggested. No open toed shoes, flip flops, dress shoes or sneakers shall be worn during work sessions.

#### **9.5 HARD HATS**

The wearing of hard hats is required by all RMLI members working in/with restoration, mechanical, maintenance of way and signal volunteers. Also by all personnel when entering designated hard hat areas and when working around or observing work being performed by the aforementioned work volunteers.

#### **9.6 HIGH VISIBILITY VESTS**

All RMLI members working adjacent to, on or near

ACTIVE railroad tracks, or working in the rail yard during CAR MOVING OPERATIONS, shall wear high visibility (day-glow orange or lime-yellow) vests, shirts or jackets.

#### **10.0 TRIPPING HAZARDS**

All tools and equipment must be secured in proper locations and positions. Never place objects or materials on floors or walkways where they will become a tripping hazard.

#### **11.0 STOVES/HEATING APPLIANCES**

Starting/using stoves/heating appliances must be done in accordance with instructions. Keep heaters away from structural walls and flammable materials. Maintain associated LPG gas tanks in safe locations a distance away from heater units and keep hoses from fouling walkways and paths. In buildings and railcars being heated, maintain adequate ventilation to avoid a build up of fumes.

At the end of the day/work session, secure stoves/heating appliances and allow them to cool down before closing up for the night. Return all LPG gas tanks to storage area and secure/chain properly.

#### **12.0 THROWING RESTRICTIONS**

Anything that may cause an injury or damage to equipment and/or property must not be dropped or thrown from a scaffold, ladder, building, vehicle, locomotive, railcar or other equipment.

#### **13.0 CLEAN PREMISES**

For the safety of movement and maintenance of

RMLI property and to maintain a high level of fire safety, museum premises, rail yards, shops and buildings must be kept in a clean, orderly and safe condition.

Plan time at the end of your work session to perform the following duties:

- A. Return all tools, excess supplies/materials and equipment to their proper storage locations at the end of the day or work session. (They will now be readily available for the next work volunteers/work session.)
- B. Empty trash bins and throw all refuse away before going home. Properly dispose of oily/solution soaked rags and debris.
- C. Close up/secure cars, buildings and gates, secure or cover all RMLI property and equipment at the end of the day or work session to protect it from theft, vandals and the elements.

#### **14.0 HAZARDOUS MATERIALS/GASES**

RMLI members whose duties are in any way involved in the handling of hazardous materials must be conversant and comply with instructions or regulations for handling the material. Materials may include but not be limited to: paint, thinners, solvents, gasoline, kerosene, diesel fuel, Liquid Propane Gas (LPG), oxygen, acetylene.

- A. Wear protective clothing as necessary. Protect RMLI members and patrons, use hazardous materials only in areas where public access is at a minimum. Post warning devices and rope off public work areas. Expose/use the least amount of material needed to get the job done, keep extra material/supplies secure.
- B. High pressure gas bottles shall be properly secured at all times – whether secured in a bottle cart or tied off to a rigid structure. When gas tanks are not in use or being transported, gas regulators shall be

removed and safety caps shall be installed over the tank's valve.

- C. In the event of a release or hazardous material spill from any source that may contaminate the ground or atmosphere, personnel must safely take action to correct any condition which may cause injury to themselves or others.

If possible, the spill or release must be stopped as quickly as possible, exercising necessary safety precautions. If unable to do so, site protection must be provided and the unsafe condition must be reported immediately to the proper authorities.

Advise them of the location of the spill or release, amount spilled, material spilled and any other information that may be pertinent. The spill must then be cleaned up and the cleaning materials properly disposed of.

#### **15.0 REMOVAL OF UNAUTHORIZED PERSONS**

When unauthorized persons are seen on museum property or equipment where they may be in danger of injury or their presence interferes with normal operations, they must be asked to leave the premises. If they refuse to leave or become abusive, **CALL 911**, the Police Department, for assistance and then notify the proper RMLI authority.

#### **16.0 RAIN, SNOW AND ICE HAZARDS**

RMLI members must take extra precautions during cold or rainy weather to avoid falls caused by slipping on snow, ice, wet spots or other hazards.

Steps, ramps, loading docks, and equipment must be kept free of snow, ice and other slipping hazards. If necessary, salt, sand, or saw dust must be used to prevent slipping. If unable to correct the unsafe condition, secure the area and report it to the proper RMLI authority.

#### **17.0 RIDING ON EQUIPMENT**

RMLI members must not ride on moving vehicles/

equipment unless their duties require or they have proper authority. Riders must only ride in space provided for that purpose.

## **WORKING ON/AROUND RAIL EQUIPMENT - GENERAL**

### **18.0 ASCENDING OR DESCENDING FROM RAILROAD EQUIPMENT**

Observe the condition of the equipment, look for defects such as bent, loose or missing stirrups, ladder rungs and brake platforms. Face the equipment and use side ladders only. Be alert for unexpected movement and observe for obstructions before detraining.

### **19.0 APPLYING CHOCKS, BLOCKING**

When applying chocks or blocking materials to locomotives, railcars and motor vehicles, check head clearance when crouching to apply and again before rising. Afford yourself sufficient clearance so that hands and fingers are not caught between the wheel and the chock.

### **20.0 CAR DOORS**

Before operating side doors of railcars, be certain door is properly tracked. If the door is off track, take precautions to safeguard its use and notify the proper RMLI authority.

While opening or closing doors, keep fingers clear of edge or jamb of door, casting or rail on which the door travels.

## **RAIL EQUIPMENT RESTORATION**

### **21.0 QUALIFICATIONS OF PERSONNEL**

RMLI members wishing to perform restoration work must possess and display suitable training, experience and skills before being permitted to perform tasks. If in training or apprenticeship, the volunteer shall be accompanied by a suitably trained mentor. The use of equipment, machinery,

power tools or appliances of any kind by unauthorized or unqualified persons is prohibited.

## **22.0 RESTORATION SAFETY**

- A.** RMLI members, patrons and the public shall be safely restricted from approaching all equipment undergoing active restoration, (member/volunteers at work). Fencing, barricades, roping, and/or signs will be used to cordon off any area where active work is being performed to keep unauthorized persons from entering the work area.
- B.** When welding, cutting, grinding, brazing, spray painting, or sand blasting, a protective curtain shall be placed to protect RMLI members, patrons and the public from sparks, flashes and flying particles.
- C.** Member/volunteers shall wear proper attire and protective clothing/equipment as necessary to ensure safety for themselves.
- D.** Standing/working from improvised scaffolds or supports made of boxes, barrels, chairs, etc. is prohibited. Only equipment approved for that purpose may be used.
- E.** When using ladders, properly tie off at the top and bottom to prevent slippage. DO NOT stand on the top two rungs of a ladder or stepladder.

## **23.0 BLUE FLAG RULE**

Whenever volunteers members are working on, under, or around a railcar, a blue flag shall be placed on the track twenty-five feet (25') from the end of the last car on the track. A blue flag on a track means that nothing on that track should be moved. The flag can only be removed by the person or group that placed it.

A blue flag located on the control stand of a locomotive or in front of a locomotive or cut of railcars means that it/they should not be moved because someone is working on it/them. The flag can only be removed by the person or group that placed it.

- A. At night, flags are replaced with blue color lanterns.
- B. A blue flag/lantern shall remain in place until ALL member/volunteers have finished working on the car(s) and ALL materials and/or tools have been removed from ALL pieces of equipment on that track.

## **ENGINES - MOTORS**

### **21.0 FUELING ENGINES**

FIRES, OPEN FLAMES, SPARKS OR SMOKING AROUND/DURING FUEL OPERATIONS IS PROHIBITED.

Maintain all flammable fuel liquids in approved containers and when not being used, return containers to designated fire safe storage locations.

Know the locations of and how to use a fire extinguisher. When using fire extinguishers, avoid inhaling smoke and fumes as much as possible.

Avoid spillage when fueling engines. If spillage occurs notify RMLI authority.

### **22.0 BATTERIES – CHARGING**

Do not place any wrenches or any metal objects beside or over batteries where they might fall or be pushed into battery terminals and cause a short circuit/sparks. When provided, keep all battery terminal safety covers in place.

Battery acid is corrosive. Do not permit acid to come in contact with skin or clothing.

FIRES, OPEN FLAMES, SPARKS OR SMOKING AROUND BATTERY CHARGING OPERATIONS IS PROHIBITED.

When jumping batteries from another source, (battery charger, spare battery pack, motor vehicle), ALWAYS observe correct battery voltage and proper terminal polarity. Always connect HOT leads first then connect COMMON/GROUND leads last. Whenever possible, connect COMMON/GROUND leads to equipment frame or

superstructure. AVOID SPARKS AND ARCING.

Provide adequate ventilation when charging batteries. Battery chargers should be OFF when they are first connected to the battery. Observe correct battery voltage and proper terminal polarity. Select the correct settings on the battery charger before energizing. Know your equipment and charging controls.

### **23.0 ENGINE – MOTOR PROBLEMS**

When an engine/motor develops unusual noise, smoke, flame, condition other than ordinary heating, or fluid leaks immediately shut it down. Notify proper RMLI authority.

## **FIRE PREVENTION**

### **24.0 PROTECTION**

All RMLI members are required to give constant and personal attention to the subject of protecting RMLI property from damage by fire.

Every RMLI member should exercise care and due observance of the rules prescribed for the prevention of fires.

Cleanliness and good housekeeping, together with utmost vigilance are the fundamentals in effective fire prevention; and will do more to eliminate destructive fires than any other activity. Grass, weeds and other combustible material must be kept away from all buildings, structures, and equipment.

### **25.0 FIRE LANES**

Do not block ingress or egress of museum property. Keep all gates and driveways clear and maintain fire lanes around Engine House and Backshops.

### **26.0 SOUNDING THE ALARM OF FIRE**

Fires of any nature are to be reported immediately

to the Fire Department – **CALL 911**. RMLI members shall take whatever steps are necessary to protect patrons and museum personnel first. Once all patrons/personnel are safe and accounted for, if possible, firefighting operations may begin using available fire extinguishers and water supply hoses.

## **27.0 OPERATION OF FIRE EQUIPMENT**

Every RMLI member must familiarize themselves with the operation of fire protection equipment provided at each work location.

## **28.0 CLASSIFICATION OF FIRES**

Fires are divided into four classifications, **A**, **B**, **C** and **D** with the type of extinguishing medium necessary to extinguish each noted. These are:

- CLASS “A”:** Fire of ordinary combustible materials such as wood, fabrics, paper, plastics, etc. Extinguish with water, multipurpose dry chemicals or any fire extinguisher rated for Class A fires.
- CLASS “B”:** Fire in flammable and combustible liquids, such as gasoline, oil, and grease, (also vapor gases). Use ordinary or multipurpose dry chemical, Halon 1211, carbon dioxide or foam fire extinguisher, all rated for class B fires. Sand or dirt may also be used. **DO NOT USE WATER** – flammable liquids often float on water, you will spread the fire.
- CLASS “C”:** Fires in energized electrical equipment. Use only non-conducting extinguishing agents rated as safe for Class C fires such as ordinary or multipurpose dry chemical, Halon 1211 or carbon dioxide. Electrical equipment involved in fire should be de-energized as quickly as possible. **DO NOT USE WATER** – electricity may travel through the water and electrocute you.

**CLASS “D”:** Fires involving combustible metals such as magnesium. Use **ONLY** extinguishing agents rated for Class D fires such as “Purple K.” Sand or dirt may also be used, smother the fire. **DO NOT USE WATER** – burning metal may react violently and explode.

### **29.0 RIGHT-OF-WAY FIRES**

The presence of fire on or near the railroad right of way must be reported promptly to the fire department – CALL 911.

### **30.0 EMERGENCIES NOTIFICATION**

In the event of emergency, call 911 immediately and request assistance. Until help arrives, provide protection, support and assistance as necessary.

In the event of any injury to a volunteer or patron on Museum property or any property leased to or licensed to the Railroad Museum of Long Island, regardless of how minor or serious the injury is thought to be, the officers of the Museum shall be notified as soon as possible.

The names, addresses and telephone numbers of the injured and any witnesses along with observations surrounding the incident shall be recorded in writing and provided to the officers of the Museum.