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SAFETY  
CODE

See note on page 71



PLANT  
DEPARTMENT

(June, 1948)

# SAFETY CODE



# PLANT DEPARTMENT

## HISTORY

The Safety Code of The Bell Telephone Company of Canada has been developed as outlined below:

Original Printing	1922
Partial Revision	1926
Reprint	1928
New Text	1936
Partial Revision	1938
Partial Revision	1944
New Text	1948

In the period 1922-1947, the Safety Code comprised many detailed safety precautions, each affecting a particular condition encountered in telephone work or a particular operation, material, tool or apparatus used on the job. During the earlier years indicated, the Safety Code was the sole medium through which Plant employees were given a large number of the printed precautions concerned. Due to the development of new techniques, to changes in the range and types of materials, tools, and apparatus for telephone use, and to review of accident experience, the Code was periodically revised in part or completely rewritten to suit the new situation. In the latter part of the period, many detailed safety precautions have been included in Bell System Practices applying to the different classes of Plant work. The Code issued in 1936 recognized this new situation, but its general nature continued unchanged with the consequence that many precautions appeared in both the Code and the Practices.

Experience has indicated that the duplication of precautions mentioned above, combined with different administrative methods for the Code and the Practices, and revision of the two at different dates, makes it very difficult to maintain uniformity between these texts. Since the Code has recognized since 1936 that precautions in it and in the Practices are complementary, such duplication is not necessary. Therefore, precautions appearing in the Practices have been omitted from the Code of 1948. To assist in the coordination of safety measures, the Index at the back of this Code includes cross references to Bell System Practices Sections which include related precautions.

*In many instances the safety principle underlying a precaution on a particular operation or supplies item is appli-*

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cable to other work, materials, or tools, or under other conditions regarding which precautions have not been stated. Publication of a range of such principles should be valuable for accident prevention. They can be observed in a general sense, and can assist an understanding of detailed precautions. Such principles have been included in this Safety Code, with a limited number of precautions which would otherwise not be available to Plant employees.

Information has been included at the back of this Code which presents at one point a list of hazards which vary noticeably according to the season. Also, information has been included to assist employees who have occasion to lead in group study and discussion of safety matters.



## FOREWORD

June, 1948

To Fellow Employees of  
The Bell Telephone Co. of Canada:

Since our Safety Code was rewritten in 1936, it has been revised on two occasions. Now, further extensive revisions found to be necessary have been made.

This new Safety Code is somewhat different from previous editions for the reasons stated in the History. However, it has been prepared, like previous editions, through the cooperation of the Plant employees. Many valuable suggestions have been received. They are included in these pages for the information, guidance, and benefit of all employees and the public.

It is believed that the many safety principles included in this Code will assist in the understanding of safety requirements of telephone work under all conditions, as well as of the reasons for safety precautions in Bell System Practices. The principles and the precautions are complementary. Only when both are taken into account is one entire set of safety measures obtained. For your convenience, the cross references in the Index at the back indicates Practices Sections in which additional information on the particular subjects can be found. However, it is recognized as impractical to provide an absolutely complete set of safety information which would apply under all conditions to all classes of plant, to all employees, and to all operations, materials, tools and apparatus. Consequently, it is anticipated that the Code will continue to be periodically revised to improve its usefulness.

This Safety Code has been endorsed by your Plant Employees' Association, also by the Area General Plant Managers and General Managers, and approved by the Company Vice-President, as indicated below:

(June, 1948)

Endorsed for the Plant Employees' Association:

*M. A. Taylor*  
*R. W. Brown*  
*H. L. Wismer*  
*A. H. Pryor*

Endorsed by Area Management:

*C. S. Ridout*  
General Plant Manager  
Eastern Area

*H. E. James*  
General Plant Manager  
Western Area

*W. S. ...*  
~~General Manager~~  
Eastern Area

*W. J. ...*  
General Manager  
Western Area

Approved:

*H. W. ...*  
Vice-President

## INTRODUCTION

At the outset of this Safety Code, it must be emphasized that the greatest benefit to be derived from freedom from accidents is to the employees themselves and their families. Although the benefits to be derived by the Company are considerable, they are recognized as being secondary.

Most accidents have occurred in circumstances which could have been controlled. Usually the conditions and actions immediately preceding these accidents would **convey** a warning of the probable event to an alert and observant individual. Therefore, it should be practical to prevent the repetition of such accidents. In this regard it is important that each Plant employee should have a broad knowledge of safety principles the non-observance of which he knows can easily lead to injuries. The accumulation of such knowledge and its application to the day-to-day activities give the best assurance to each employee, his associates, and the public, that no one will be hurt by telephone work or plant conditions.

When working alone, careful planning and performance of work contribute appreciably to safety. In group activity, they are essential requirements for each individual concerned. However, in a large and diversified business such as that of The Bell Telephone Company of Canada, responsibility for accident prevention is not peculiar to any one group of employees. On the contrary, it involves many groups responsible for the proper planning, supervision and performance of work, and for ensuring that the materials, tools and apparatus supplied for the work have adequate strength and durability. Actually, the assurance of safety is a matter of cooperation between the individual, fellow workmen, the supervisor, the Company, and the public. Further, such cooperation requires to be continuous in order to be effective.

Records of accidents have shown that causes can be arranged in three general classes chargeable to faults in supervision, workmen, and conditions, as the following serve to indicate :

- (a) Faults in supervision-Improper training of inexperienced employees ; incorrect, incomplete, or no instructions on procedure; non-enforcement of instructions ; lack of emphasis on safety.
- (b) Faults in workmen-Non-observance of safety principles and precautions ; lack of skill; mental or physical unfitness for work; lack of knowledge; failure to follow

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instructions ; poor judgment ; inattention ; distraction ; and haste.

- (c) Faults in conditions-Hazards presented by plant which are of an electrical or physical nature; unsafe building conditions ; improper working conditions ; inadequate protection; defective materials, tools or apparatus.

The elimination of hazards from telephone plant and work is a continuing Company policy and activity. This fact is reflected in the Safety Creed printed on page 3. The following list illustrates ways in which the Company strives to safeguard the employees and the public:

- (1) Engineering personnel is assigned an important function in accident prevention through proper planning of the design and procedure to prevent the plant itself presenting a hazard to employees, subscribers and the general public, and so as to permit the construction and maintenance operations to be performed in a safe manner. This responsibility includes the furnishing of advice to the Plant forces, on working plans, respecting known hazards found on field survey.
- (2) Safety is emphasized in the adoption of specifications for materials, tools, apparatus, and for construction, installation, maintenance, and removal of plant.
- (3) Supervisory personnel bears the responsibility for training and directing Plant forces in safe methods according to their capabilities. Frequently, supervisors are required to counsel all employees as requested, and to caution all employees according to circumstances encountered. In this regard, it is essential to warn forces regarding precautions prescribed by engineers. All supervisors are required to set a good safety example to employees generally.
- (4) Employees' suggestions are welcomed on ways to improve safety. When such are found to be more satisfactory than current approved means, steps are taken to adopt the suggestions.
- (5) A range of tools, guards, and warning devices is provided to protect workmen and the public.
- (6) Systematic and prompt repair or replacement of tools and apparatus is arranged to ensure their continued safe condition.
- (7) Cooperation with other utilities is promoted so as to avoid new hazards in plant, and to clear systematically

any existing hazards.

- (8) The Area Safety Group advances safety. Talks are arranged, and literature is distributed, to stimulate safety activities. This organization cares for both Employee and Company interests in cases of accidents. Causes and contributing factors of accidents are studied, and recommendations are made to prevent repetitions.

Methods specified in Bell System Practices are based on experience of workmen in all parts of the Bell System, and are safe methods for general use. In any case where it is recognized that the specified method or the conditions under which the work is to be done may introduce a hazard, a safety precaution has been included in the Practices. Their observance will minimize the number of accidents which occur. However, since even these safety considerations are not complete, it is very important that Plant personnel should be safety-minded at all times concerning everything which they do.

Safety, quality and production are essentials of Plant work. Any one cannot be permitted to detract seriously from the others. The supply and maintenance of service must be done. Quality means good service. Safety First is often misunderstood. It cannot override everything else. The proper relationship is as follows: **Consider safety before starting the job, apply appropriate safeguards, then produce with a view to good quality results.**

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## PART I GENERAL

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100. **Scope:** Part I comprises first safety principles, and general safety precautions which are not included in Bell System Practices.

This Part applies to all classes of Plant employees, and to all types of Plant work.

101. **Good Health:** Keep in good health so as to be mentally and physically alert, a condition necessary to safety.

102. **Safety-mindedness:** Be safety-minded concerning everything which requires to be done.

Consider the safety of each act before doing it.

Confine actions to those known to be safe.

103. **Safety Knowledge:** Be familiar with safety principles, and with safety precautions for the work concerned.

104. **Clothing and Footwear:** Dress according to the season, the weather, and the work. When necessary keep the head covered as protection against the hot sun or cold weather and against being struck by falling objects.

→ Near machinery, fans, or other moving objects, **wear** snugly fitting clothes and keep the tie confined.

→ When work requires the use of molten material, keep the trouser legs down over the boot tops.

Where the arms may be injured, keep them covered.

Where the hands may be injured, wear gloves.

Wear substantial footwear which is in good condition.

When work requires the climbing of poles, or the handling of molten materials, wear boots which extend to a point above the ankles.

On outside work in snake-infested districts, preferably wear boots which extend to a point near the knee.

When carrying matches in the clothing, keep them in a proper container to prevent friction and their being struck by objects.



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105. **Jewellery:** Avoid the wearing of finger rings, watch chains, and other metal objects, when working with molten materials or around power equipment or circuits.

1.06 **Walking:** Avoid slipping and tripping. Select the footing with care.

Walk on the right half of the sidewalk. Stay at a safe distance from doorways to be passed.

Before stepping on the roadway be particularly alert for approaching traffic. Look first to the left where there is two-way traffic.

Obey traffic signals.

Before crossing in front or rear of a standing vehicle, observe moving traffic to determine whether it is safe to proceed.

After leaving a street car, go to the curb unless a safety zone is present. Cross the street only after the street car has proceeded.

On country roads, walk at the left side to face the approaching traffic. When a vehicle approaching from the front is about to pass, step to the shoulder of the road whenever conditions permit. At night carry a white object so as to attract the attention of approaching drivers.

107. **Passengers in Motor Vehicle:** Board and leave a motor vehicle only when it is at the side of the road or street.

Before boarding or leaving a motor vehicle advise the driver.

Board and leave a motor vehicle only when it is completely stopped.

Use the step when entering or leaving the vehicle. See if it is slippery and, if so, proceed with caution.

In general, enter and leave the vehicle by the curb-side door. In those infrequent cases where conditions require otherwise, check for approaching traffic before using the traffic-side door.

If about to ride in the body of a truck select a safe location, to avoid falls or the danger of being thrown off by sudden vehicle movements. Stay completely within the vehicle body and away from the rear edge of the truck floor.

In a truck, remain seated whenever practical. If required to stand, face in the direction of travel, and obtain a firm hand hold on a fixed part of the vehicle body. Be

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alert for low parts of trees, bridges, etc., which might strike the head or body in passing.

Avoid distraction of the driver's attention from safe driving.

108. **Supervision:** Instructions to supervisors regarding their duties and responsibilities concerning safety are covered in detail in Part IX of this Safety Code.

109. **Following Instructions:** Understand and follow the supervisor's instructions.

When in doubt, consult the supervisor.

110. **Care:** Plan each job and operation carefully.

Exercise constant care to avoid accidents.

Pay attention to the work in hand.

Apply appropriate safety principles and precautions at all times.

Apply good judgment.

Avoid haste.

Avoid distraction of other people's attention.

Horseplay and practical jokes are prohibited.

111. **Safe Conditions for Work:** Before performing any act, determine that the conditions under which the work is to be done are safe; otherwise observe item 112.

112. **Precautions Against Unsafe Conditions:** When the conditions under which work is to be done are not safe! correct them or take adequate precautions before proceeding with the job.

In assuming either a kneeling or stooping position be careful. Protect the knees. Do not remain in the position too long, to avoid becoming cramped.

**When** required to work at a dangerous location, an employee should be accompanied by another person.

When work requires to be done on private property where a vicious dog is present, have arrangements made to chain or otherwise confine the animal before proceeding with the job. Further, notify the supervisor as to the animal's presence, so that other employees can be warned

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before future visits.

On farm land where livestock is present, take appropriate precautions before doing work so as not to be molested by the animals.

When required to climb on a fence, or to pass through one, do so carefully.

In working near a metal fence during or after a storm, avoid contact with the fencing which may be charged by power wires in contact with it at another location.

When working in or around a building which is under construction, rearrangement or repair, exercise particular care. Note the locations of open stair wells, and avoid them except when the ladder is to be used, in which case use the temporary ladder carefully and only after careful examination.

Avoid nails which project from a floor, wall, loose boards or other surfaces, particularly when the nail points are exposed.

On work near a building during the winter seasons, be on guard against the possible fall of snow or icicles from the roof.

Before entering a poorly lighted place, obtain adequate illumination for safety. Use regular electric light, an extension light, or a flash light. Avoid the use of an open flame.

On passing from bright sunlight into a shaded space, stop and permit the eyes to become adjusted to the new condition before proceeding.

When work is required at a location where there is excessive noise be particularly alert for approaching danger, warnings, signals, or other instructions. Avoid making excessive noise on the job.

When a building is being moved from one location to another and it is required to raise telephone aerial plant to permit passage, keep off the building roof. Maintain safe clearance from foreign plant.

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**113. Work in Space Above Ceiling:** In general, observe the following :

- (a) Obtain adequate light before entering such space.
- (b) Where a stair or fixed ladder does not give access to the space, use a portable ladder. Do so carefully, after making sure that the ladder is not defective and is of sufficient strength and length. Obtain safe support for the ladder. In the case of a step ladder, see that the braces are fully extended and locked.
- (c) Observe appropriate precautions against dust, dirt, projecting nails, and other sharp objects.
- (d) Avoid contact with or damage to electric wires in the space, in order to prevent shock and possible fire hazard.
- (e) Explore locations where it will be necessary to walk and work. Look for low hanging beams and pipes, and other obstructions, with a view to avoiding them during the job.
- (f) Where boards have been provided to serve as a cat walk, stay on them. Before stepping on the end portion of any board, be sure that the end is properly supported. Under no conditions is an employee permitted to step from joist to joist, or to place any of his weight on laths, plaster or fibre board, or exposed rock wool or other insulating material.
- (g) Where boards have not been provided to serve as a support, or do not extend where needed, or are not sufficiently substantial to bear the weight safely, place additional boards temporarily as required.

In cases of hanging ceilings observe the following additional precautions. (A hanging ceiling is defined as a ceiling suspended some distance below the framing of the floor above, thus providing a chamber between the floor and the ceiling:

- (a) In planning new plant or new work involving entry into a space above a hanging ceiling, the engineer should place a suitable warning note on the working plan with a statement as to special construction precautions to be taken, in order to warn Plant forces beforehand.

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- (b) The foreman should consult the building superintendent concerned, make a detailed survey of the conditions in the space, arrange to provide all necessary safeguards, and discuss conditions with the men, before any work is performed. **If safe working conditions cannot be arranged, work in the space shall not be started.**
- (c) No employee shall enter the space above a hanging ceiling without specific approval of the foreman.
- (d) Portions of plant located in spaces above hanging ceilings should be shown in plant records in such a manner as to make the location clear, and should have a note associated regarding the need for observing precautions.

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**114. Safe Support:** Before using any object as a support for the body, be sure that it is sufficiently strong, firm, and safe in other respects by inspection, test, or both.

Do not over-reach.

**115. Standard Supplies:** Whenever standard supplies (materials, tools and apparatus) for the work are available, use them in preference to substitutes.

**116. Condition of Supplies:** When supplies are received, determine by inspection, test or both that the material, tool or apparatus contains no defect due to handling or previous use which would present a hazard.

Maintain tools and apparatus in a safe condition at all times.

When sharp-edged or sharp-pointed tools are not in actual use, protect them with standard guards supplied for the purpose.

**117. Approved Methods:** Whenever conditions permit, perform work as outlined in Bell System Practices in preference to alternative ways of doing the job.

Where conditions do not appear to permit following the Practices under particular conditions without introducing a risk, obtain the supervisor's authorization to modify approved procedure and, in addition, his advice; then proceed accordingly.

Use materials, tools and apparatus for only the purposes intended. Further, use them in the approved manner.

**118. Lifting and Straining:** Plan the job so as to minimize heavy lifting and straining. Where appropriate power-operated apparatus or tools are available use them in place of manpower.

When required to handle heavy objects by hand, obtain adequate assistance.

Lift loads so as to avoid strains. Use the strong muscles of the legs, back, shoulders and arms as follows :

- (a) Obtain firm footing.
- (b) Avoid awkward positions.
- (c) Separate the feet no more than is actually required.

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- (d) Bend the knees, and keep the back as straight and upright as practical.
- (e) Grip the load in a firm and safe manner. Generally the hands should be dry to prevent slipping.
- (f) Straighten the legs slowly.

**119. Warning and Protecting the Public:** When the public are in danger from work operations or plant conditions, or if their safety is in doubt, warn them. Be particularly careful where children are concerned since they are irresponsible.

Use adequate approved guards, signs, flags, lights and signals to suit the circumstances, to protect the public including vehicular traffic, as well as the workmen.

Station men to warn traffic when considered necessary to do so.

When a serious hazard to the public is noted outside the telephone plant, take necessary steps to protect people until the situation can be rectified.

**120. Marking and Reporting Hazards:** Watch for hazardous plant conditions. Provided that the hazards are not being cleared by work in progress, mark them with hazard signal bands and report them as specified in the Practices.

Report hazards found in telephone plant and not being cleared by work in progress at that location. Use Form 732 in accordance with the Company routine.

Report to the supervisor or the Office any serious hazards found outside the telephone plant, so that people responsible for clearing them can be notified.

**121. Sharp Objects:** Avoid placing sharp-edged or sharp-pointed objects in the mouth.

When sharp-edged or sharp-pointed objects are to be carried on the person, guard them to prevent injury to oneself and to others. When they are to be carried in a tool bag or other container, guard any projecting sharp tool.

When a sharp-edged or sharp-pointed tool is not in actual use, place it where people cannot come into contact with it, or place a guard on it.

When using a sharp-edged or sharp-pointed tool, point it away from the body unless, as in the case of a drawknife, it is equipped with a guard to prevent injury.

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Whenever conditions permit, remove projecting nails and splinters in the immediate vicinity of the work.

Place sharp scrap materials in clear view where injury is not liable to occur, or place them in proper receptacles.

**122. Poison Ivy:** Learn to recognize poison ivy. Assist other people to do so.

Before working where poison ivy is suspected or known to be, apply protective lotion to the skin.

Keep the arms and legs covered when near poison ivy.

Avoid contact with poison ivy. All parts of the plant are dangerous.

After working near poison ivy, wash thoroughly with plenty of soap and running water. Do not rub the skin with anything rough.

If skin irritation from poison ivy has started, report the fact and consult a doctor.

(The foregoing are only a few important facts. For full particulars, see the Company booklet on Poison Ivy).

**123. Frost Bite:** In cold weather pay attention to the avoidance of frost bite. If it is observed on other people, warn them.

Give frost bite prompt attention. Rub gently with the hands, except in the case of the ears which should be warmed between the hand and the head. Do not use snow.

**124. First Aid:** First Aid knowledge is valuable. It can be readily obtained through Company-sponsored classes. Experience has indicated that employees with First Aid training have fewer accidents than other employees. During the first year of employment, each Plant employee should take advantage of a First Aid course through the classes provided for the purpose. Periodic refresher courses are advantageous.

First Aid Kits should be maintained near the work.

Before starting the job learn the location of a nearby First Aid Kit. Keep the kit there to be readily available in case of accident.

Become familiar with the contents of the First Aid Kit, and their uses. Maintain the contents properly to be available when required.

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In case of accident protect the injured person from further danger.

Apply First Aid promptly.

Avoid infection. Apply antiseptic to all cuts, scratches and abrasions.

**125. Safety in Emergencies:** Since prompt restoration of normal telephone plant condition is urgent when an emergency occurs, usually immediate action is required. Then, safety precautions to safeguard employees and the public are more important than ever. At such times, warn the public by voice as well as by the usual signs, lights and guards.

Sleet storms place an abnormally heavy ice load on telephone plant. Under such conditions, apply additional precautions to offset the added risks.

When telephone plant is damaged and power lines are known or suspected to be affected, usually do not make telephone repairs until an Electric Company representative has given assurance that conflicts have been cleared and that telephone plant is not exposed to probable power contact. If repairs must be made before receiving such assurance, be sure to wear lineman's rubber gloves in all cases.

When electrical or strong wind storms occur, suspect contacts between telephone and power plants. On observing any evidence of burned cable or line wire, or of melted cable sheath, call the local test desk promptly. It will be the responsibility of the testboard supervisor to warn everyone off the wire or cable affected until the contact has been located and cleared.

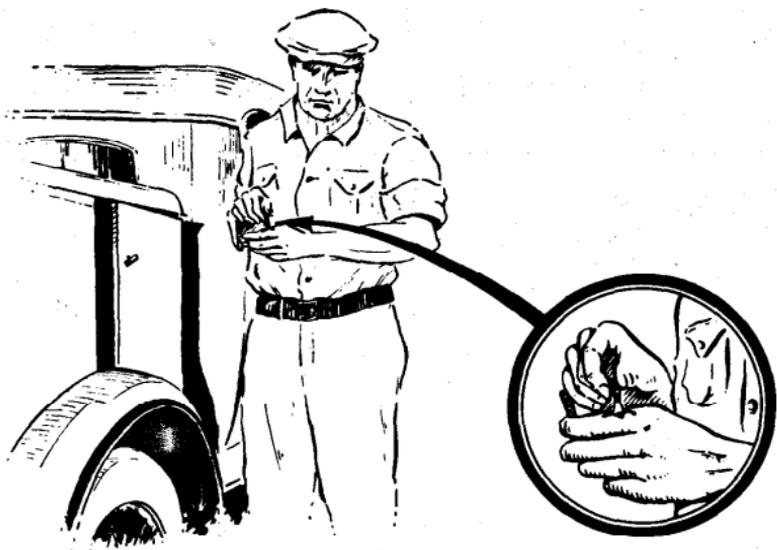
In times of emergency, Connecting Company wires on telephone poles may be in conflict with power circuits beyond the telephone plant. Avoid touching such wires during work on the poles unless assurance has been obtained that the lines are clear.

**126. Reporting Accidents:** Report all major and minor accidents. This is for the employees own protection. Sometimes minor injuries lead to major disability.

**127. Eye Protection:** Safety glasses and eyecup goggles are provided. They shall be worn wherever there is potential hazards to the eyes and as specified in the Practices. They should be sterilized regularly and always before being used by a second person.

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# Do not neglect Minor Injuries.



## Use Iodine at once.

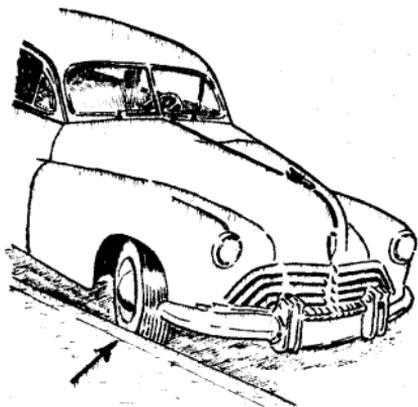
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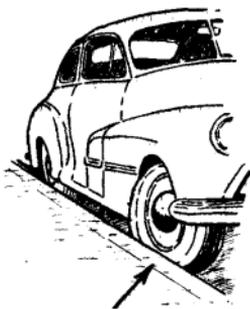
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# On Grade Block Wheels Against Movement, Passenger Vehicle

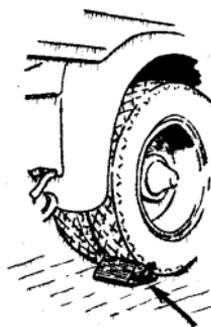
On Down Grade



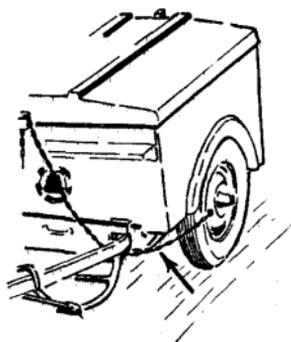
On Up Grade



Construction Truck



Splicer's Cart



(March. 1952)

**309. Conduit and Steel Pipe:** Wear gloves when handling clay conduit or steel pipe.

Carry heavy multiple-duct clay conduit by lifting with pick handles inserted in opposite ends of one of the ducts.

Preferably handle steel pipe similarly to the foregoing. As an alternative, place the hands around opposite sides of the pipe and interlock the fingers. Keep the fingers out of the ends of steel pipe.

In unloading and piling fibre conduit, particularly when there is a wind, wear goggles, keep the arms covered, and apply a protective lotion to the face, neck, arms and hands.

**§ 10. Gasoline, Kerosene, and Petroleum Spirits:** Handle these inflammable materials carefully. Keep gasoline in a red safety can, and kerosene in a green can. Do not smoke or permit any open flame near these liquids when they are exposed to the air.

As gasoline may contain poisonous compounds, avoid using it to remove grease and oil from the hands.

Kerosene may be used to start the burning of green brush collected from tree pruning. None of these liquids is to be added to a fire or the embers of a fire.

In transferring the liquid from one container to another, use a funnel. If the funnel is of metal, keep it in contact with both containers to prevent any static spark.

On the job, keep small quantities of these liquids in approved safety containers.

Before lighting a furnace or lantern, and before burning a rag saturated with any of these liquids, make sure that none of the liquid is on the hands.

If any of these liquids is on the clothing or hands, keep away from open flames.

Avoid using gasoline or kerosene for cleaning in a building. Petroleum spirits or carbon tetrachloride may be used under the conditions specified in the Practices.

Observe strictly the provisions of the Practices respecting the storage of these liquids.

Before shipping by common carrier any splicer's furnaces, lanterns, safety cans, or other tools which operate on a liquid fuel, drain all fuel from them.

**311. Manhole Frames and Covers:** When a derrick-equipped truck is available for the purpose, use the winch rope and an appropriate sling to handle manhole frames and **covers**.

## STORES. SUPPLIES. AND SHOPS

When necessary to move a manhole frame by hand, pass strong steel bars through the holes provided in the frame, and lift the bars with adequate help.

At supply points and on conduit construction, when necessary to move covers by hand, drag them along planks with manhole cover hooks and two men to avoid strains.

In placing and removing covers at completed manholes, use the manhole cover hook as outlined in the Practices.

**312. Poles:** In unloading or loading poles at railway cars, follow strictly the provisions of the Practices. Such work can be quite dangerous if not properly supervised and carefully performed. Keep everyone out of the path which rolling or falling poles may follow.

In storing poles, pay particular attention to the blocking and nesting so as to avoid unexpected pole movement.

Before handling poles with construction apparatus, be sure that the apparatus is in good condition and properly supported.

In handling poles by hand, observe the following precautions :

- (a) Do not wear climbers.
- (b) Roll poles from the pile in proper order. At the same time make sure that the remaining poles are in a safe condition.
- (c) Roll a pole by standing behind it and using the hook of a peavy or cant hook, except that under no conditions should a man stand between the pole and the remaining pile. In such cases two men should work at the ends of the pole.
- (d) Do not try to stop a rolling pole by grabbing it.
- (e) Lift heavy poles by construction apparatus, or move them by rope tackle and skids.
- (f) Lift only light, short poles by hand. Wear gloves. Whenever carrying hooks are available, use them with only one man at each end of the handle.
- (g) Use an approved gainer's buck to raise and steady a pole for framing.
- (h) If necessary to trim knots with an axe, make sure that it is sharp, and stand at the opposite side of the pole from that being cut.
- (i) In handling poles, use goggles to protect the eyes against decayed wood and dirt.

(June, 1948 )



**Lift and push with  
cant hook or peavy.**

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STORES  
SUPPLIES  
SHOPS

# Place guy strand coil in approved Holder for Safety and convenience.



1. Cut ties after placing coil.
2. Tape and secure end.
3. Tape strand before cutting.



(September, 1954)

**313. Wire and Strand:** In setting down a coil of wire or strand, avoid dropping it.

After using part of a coil, or after forming it, turn the end of the wire or strand into the coil.

On recovery of insulated wire, cut off the exposed metal ends.

Dispose of wire and strand scrap material in a safe manner.

**314. Creosoted Wood:** Before starting work on creosoted materials, or before applying creosote in the field, protect the skin with the approved protective lotion. Keep the skin covered as far as practical. If any after-effects are noted, apply the approved remedy as provided in the Practices.

Keep the gloves and clothing away from the eyes.

Wash thoroughly before meals and after completion of the work.

### TOOLS

**315. General:** Use those tools and safety devices supplied by the Company for the work.

Keep tools clean and in good condition.

Avoid borrowing tools.

Use tools for only the purposes intended, and in the correct manner. Avoid overloading any tool which has a rated capacity, particularly in the case of the chain hoist, light pole jack, light construction chain, ropes and blocks.

Carry and handle tools so as to avoid injuries. When they are not actually in use, place tools where they will not fall or come in contact with people.

Keep at a safe distance from a person who is carrying long tools.

Keep the tool box in a safe place. When the lid is open, secure it against accidental closing.

**316. Inspection and Repair:** Before issuing tools from stores, determine that they are in good condition.

## STORES, SUPPLIES, AND SHOPS

Be familiar with the provisions of the Practices respecting care and maintenance of tools. Apply them.

Before using tools, examine them to insure that they are in safe condition. This is of the utmost importance when the tool is to be used for support, or as protection against injury.

When a tool is found by inspection or test to be defective, discontinue its use promptly. Refrain from covering defects, and from hiding defective tools.

Do not try to repair defective leather or webbed parts of tools.

**317. Drills:** When drills of types hammered by hand show a mushrooming of the head, discontinue their use before cracks occur until the heads are dressed into proper shape.

When holding a rock drill for another man to strike it, observe the following precautions :

- (a). Wear gauntlet-type leather gloves.
- (b) Hold the drill at a sufficiently low level to place the hands outside the arc which the head of the striking hammer would follow in case of a miss.
- (c) Keep the head well away from the drill.
- (d) Look downward at the lip of the hole to judge the amount of rotation of the drill. Avoid looking upward at the man striking the drill.

For other than rock drills, use the approved holders.

**318. Electric Hand Tools:** Pay particular attention to keeping in a good state of repair those parts used for electric connections.

Connect electric tools to only those circuits of the voltage and frequency for which the tools have been designed, and to ground as required by the Practices.

(April, 1950)

Be sure that the goggles are equipped with the proper type of lenses for the intended purpose.

**320. Tool Handles:** Before using a tool which is equipped with a handle, make sure that the handle is firmly attached, in good condition, and free from splinters.

See that the handle of each striking tool is equipped with a wedge which is firmly placed.

Do not use a file without the handle provided. If the handle is defective, replace it.

**321. High Pressure Tanks:** Handle tanks of gas carefully. Prevent their being upset, struck heavily, or subjected to heat which would result in abnormally high pressure.

Keep flames away from acetylene and oxygen tanks. Keep oil and oily rags away from oxygen tanks, to avoid fire hazard.

When a tank of nitrogen or acetylene is being used, provide adequate ventilation. If the tank or its equipment is found to be leaky, discontinue its use immediately.

Before attempting to disconnect the hose from a compressed air tool, always shut off the air supply at the tank. Keep this valve closed until the hose has been reconnected.

Do not point an air hose at anyone.

**322. Ladders: Observe** strictly the precautions in the Practices on borrowing, inspection, maintenance, handling and use of ladders.

When the situation requires the borrowing of an extension ladder, remember that use of wire-reinforced side rails is prohibited.

When a ladder is found to be defective do not use it. Keep ladders free from slippery substances.

Handle and place a ladder carefully to prevent its falling. Be particularly cautious during windy weather.

So far as practical, avoid placing a ladder opposite a doorway, or in other places where traffic or other moving objects might disturb it. When necessary to place a ladder at such a location, secure the door against movement, guard the foot of the ladder, or station a man to warn of danger.

## STORES. SUPPLIES. AND SHOPS

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Pay particular attention to obtaining a safe level footing for the ladder. Do not use a box, barrel, or other insecure object.

Do not move any ladder while anyone is on it. Except in case of a central office track-type rolling ladder, do not shift the position of the ladder while on it.

Before moving a ladder, make sure it is free from materials and tools.

Avoid leaving a ladder standing unattended unless it is secured in place. When not in use, lower it and place it where it is not liable to cause injury.

→ In using a step ladder., observe strictly the requirements of Bell System Practices.

→ Keep the floor at the foot of the ladder clear of loose objects.

Except in case of a ladder equipped with a top platform and railing, or of a central office portable ladder, keep off the top of a step ladder which exceeds 3½ feet in height. Keep the weight well balanced on the ladder, and keep one hand on the ladder while reaching with the other.

In erecting a sectional ladder, see that the horizontal distance from its foot to the supporting surface for the top is approximately one-fourth of the ladder length.

See that the sectional ladder has a safe support at the top. When necessary, distribute the load by lashing a board across the back of the side rails with houseline. Where conditions require it, secure the top against movement.

In placing an extension ladder on the top rack of a motor vehicle, be sure that it does not project beyond the rear bumper.

For information on central office rolling ladders see item 605.

**323. Ladder Stands and Platforms:** When using or passing a ladder stand or ladder platform, observe the precautions outlined in the Practices.

**324. Lanterns and Kerosene Flares:** Maintain the fuel, wick, and glass of the lantern so that the tool will operate properly and the light can be readily seen.

(June, 1948)

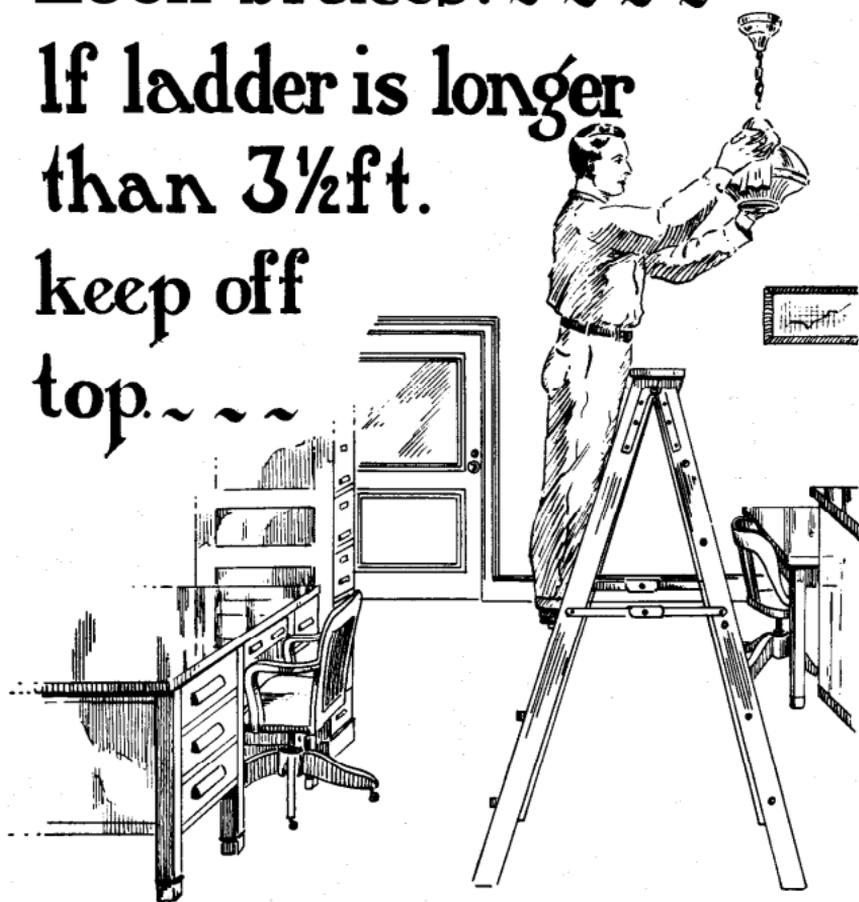
**Open step ladder fully.**

**Lock braces. ~ ~ ~ ~**

**If ladder is longer  
than 3½ft.**

**keep off**

**top. ~ ~ ~**



**Never use step ladder as a straight ladder.**

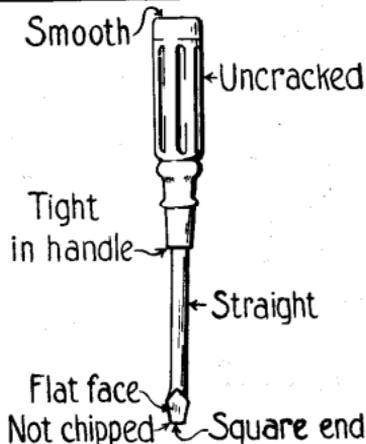
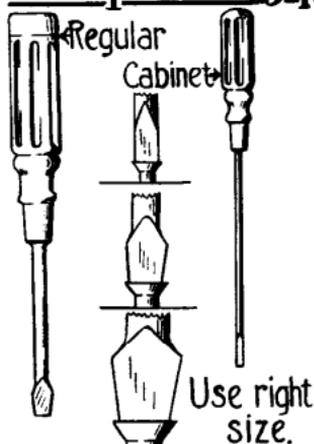
(To face page 32)

SAFETY  
CODE

STORES  
SUPPLIES  
SHOPS

# Proper Type, Condition

Use right type.



# and Use of Screw Driver Help

Use tool properly.  
Steady the screw.



Keep face and body behind screw driver.



# to Prevent Accidents.

(September, 1954)

**325. Pocket Tools:** Such tools should be so carried on the person as to avoid all possibility of contact with electrical and moving parts and of injury to any person.

**326. Ropes and Blocks:** Observe the precautions in the Practices concerning the selection, use and maintenance of manila rope, steel winch rope, and blocks.

In securing rope to blocks and other objects, and for joining ropes together, use the approved knots, hitches and splices. Do not wire or tie rope ends to blocks.

Under no conditions should a load be placed on the point of a hook.

When a hook has begun to open discontinue its use. Do not attempt to repair the hook. Use only a standard hook for replacement purposes.

**327. Rubber Gloves:** Keep linemen's rubber gloves readily available where they may be required. Protect them from damage.

Observe strictly the provisions of the Practices as to maintenance of such gloves, conditions under which they must be worn, and the proper use of the gloves.

When using linemen's rubber glove assembly always be sure to use the leather protector gloves over the B rubber gloves.

On work around storage batteries, wear acid proof rubber gloves.

**328. Measuring Rules and Tapes:** Around electrical equipment, and on aerial work, use a standard linen tape for measuring purposes. Avoid rules or tapes made of metal or containing metal bars or threads.

**329. Screwdrivers:** Keep screwdrivers in good condition. Observe the precautions in the Practices respecting maintenance and use.

**330. Sharp-Edged and Pointed Tools:** When sharp-edged or pointed tools are not in use, protect them with appropriate guards or place them where they cannot cause injury.

When using a sharp tool cut away from the body, except with a drawknife which must be equipped with a metal guard at all times. When the drawknife is not in use, cover the blade with a leather guard.

## **STORES, SUPPLIES, AND SHOPS**

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**331. Soldering Coppers:** See that the soldering copper is not defective and that the handle is firmly attached.

If soldering is to be done aloft, raise and lower the tool in an approved holder. Warn people below. For exception, see item 605.

If soldering is to be done at a key shelf or under a desk, warn and protect nearby people.

Handle the hot soldering copper carefully to avoid injury to anyone. Keep the face above the level of the work whenever conditions permit. Under no circumstances should the hot tip be allowed near the skin.

When electric soldering coppers tested according to the established routine are found to be defective, discontinue their use immediately.

When a soldering copper is not in use, keep it in an approved container.

**332. Striking Tools:** When about to use a striking tool, select the proper type for the purpose, and make sure that it is in proper condition with the handle firmly attached.

Before starting the work, see that there is sufficient clearance from objects which might deflect the striking tool.

**333. Wrenches:** Avoid using a wrench to hammer.

Select the proper type and size for the work.

See that the wrench is properly engaged on the object before exerting strength on it.

Be particularly cautious when pulling or pushing a wrench toward any pointed or edged object.

## **SHOPS**

**334. Machines:** Before starting a machine, remove all hand tools, covers, etc., to a safe distance and location.

Operate power-driven machines only when authorized and experienced.

(June, 1948)

Keep in place the protective guards provided on such machines as emery wheels, band saws, and circular saws.

Avoid the wearing of gloves around running machinery.

If necessary to run a belt on or off a pulley while the machine is running, use a bar to do so.

Avoid the use of too heavy a feed on any machine. Stand where chips and cuttings will not strike the body. Use only a brush to remove them from the machine.

In using a power-driven drill, preferably do not hold the material by hand.

Under no circumstances shall thin metal be ground.

Wear impact goggles when grinding.

Clean machines only when they are at rest.

**335. Chain Blocks:** Avoid working on an object while it is supported by chain blocks.

When chain blocks are not in use, move them out of the way and prevent their swinging.

**336. Paint Shops:** Provide adequate ventilation. When spraying, wear a respirator and goggles.

Smoking, the use of any open flame, and the striking of matches or a lighter are prohibited.

(September, 1954)

## PART IV STATIONS

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400. **Scope:** Part IV concerns the installation and maintenance of stations on subscribers' premises.

For precautions applicable to drop and block wiring, to work at outside terminals, and to work on poles, see Part V. For precautions common to central offices and stations, e.g. work on batteries, see Part VI. For precautions common to all buildings, see Part VII.

401. **General:** Before entering a house, flat, or apartment which has been fumigated, determine that the prescribed time has elapsed and that the premises have been thoroughly ventilated.

The entering of premises where contagious disease is present is prohibited, except in emergency cases and then only by selected personnel subject to the specific authority and instruction received from the doctor concerned, the District Health Officer, or the Company doctor.

Exercise particular care to prevent injury to children or their injuring themselves. Avoid leaving tools and materials accessible to children. Close outer doors and doors leading to stairways so as to confine children as the parents desire.

In establishments where chemicals are used, avoid such materials.

## STATIONS

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At all times avoid contact with electric wires and equipment on the premises. Observe the locations of clothes-lines and radio aerials. Avoid them.

**402. Tools and Materials:** While on a ladder refrain from the throwing, dropping or catching of tools or materials.

Keep supplies off the top of door and window frames and from other precarious positions.

Use the pockets provided on the installer's apron to carry small objects.

After boring a hole with a bit, turn the bit out completely in the counterclockwise direction. Avoid pulling the bit out of the hole.

When necessary to place fish wire through conduit other than telephone conduit where the far outlet is not definitely known, first be sure to put on lineman's rubber gloves.

When fishing conduit, prevent the fish wire from coming into contact with electrical equipment or moving machinery when the wire emerges from the conduit. Keep the face away from the conduit outlet. In pulling the fish wire out, be careful the end cannot strike the body. Place the wire on a fish wire holder as it is removed or, if a holder is not available, coil and tape the fish wire as the work progresses.

Dispose of scrap and left-over, materials safely.

In using the station wire stapler, be sure to observe all precautions specified in the Practices; otherwise the tool may be dangerous.

**403. Work on Walls:** Do not trust the weight of the body on a wall which is obviously unsafe.

Before drilling a wall look carefully for concealed pipes and wires. Also examine the other side.

After working around base boards, wash the hands thoroughly since such locations are a source of disease, and poison to exterminate vermin may have been placed there.

**404. Work on Roofs:** Before going on a roof or coping, examine it carefully for safety. If lineman's climbers are worn when first stepping on the roof, remove them before proceeding.

Keep off hatches and skylights. During work on the roof be alert for hatches and skylights which may be painted the same as the roof or may be otherwise hidden from view, as by snow.

(June, 1948)

**405. Work at Doors:** Before working at a sliding or swinging door secure it against further movement from the open or the closed position.

Prevent the obstruction of a doorway with wire, cable, or other supplies unless adequate precautions are taken beforehand.

Before starting to work in a closet or other confined space reached through a doorway, secure the door in the open position to avoid being accidentally locked in the space.

**406. Work in Passageways and on Stairways:** Avoid the obstruction of passageways and stairways with slack wire or cable or with other supplies.

In ascending or descending a stairway observe item 706.

**407. Work in Shafts:** Observe the prohibition against entering elevator shafts and dumb waiter shafts with station wiring and cabling.

When riding in an elevator, observe item 709.

**408. Work in Basements:** Observe item 112 regarding adequate illumination.

On entering a basement be alert for gas, including carbon monoxide from engine exhaust where a basement garage is present. If the odour of gas is detected, or if dizziness or difficulty in breathing is experienced, leave the space promptly and arrange for thorough ventilation before proceeding with the work.

Notify the supervisor of gassy conditions encountered so that a suitable note can be made on subscribers' cards to advise employees before future visits.

Watch for dangerous cellar entrances, low hanging beams and pipes, furnace pits, and sewer traps. Avoid them or take adequate precautions.

When required to handle lighting fixtures, do so carefully. If they are not of an insulating material, stand on a dry board before handling them. While handling electric fixtures, avoid contact with plumbing and other grounded objects.

Before performing work above the level of the face, protect the eyes with goggles.

## STATIONS

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**409. Work near Machinery:** Before starting work in an industrial establishment, be sure to enquire whether any overhead live rails, bare bus bars, or other exposed live conductors are present which would introduce an electrical hazard on the work.

Do not work over moving machinery.

Keep away from automatically-controlled machinery which is not running when work is started. It may start unexpectedly.

In placing wire or cable near machinery, guard against its being caught by moving parts. Obtain adequate clearance from such parts or, if this is impractical, defer the work until the machinery is stopped or suitably guarded. When a motor-driven machine is shut down, arrange to have the fuses removed from its circuit during the work. Even when guards have been placed initially and it is later found that work cannot proceed safely while the machinery is running, arrange to have it stopped.

In commercial establishments, be on guard against trucks used to move supplies from place to place.

**410. Work near Furniture:** Before moving heavy furniture, obtain sufficient assistance. When necessary, arrange to have vases and other breakable objects moved to a safe distance and location.

Before working near a desk or other furniture, look for projecting nails, screws and splinters. If necessary, have the drawers removed while work is being done under a desk. Work particularly carefully in such a situation.

**411. Conduit:** When cutting conduit with a hack saw, avoid too much pressure and the bending of the saw blade.

Remove burrs from conduit ends.

**412. Inside Terminals:** Before working in an inside terminal, place and secure the door or cover so that it will not cause injury to anyone.

**413. Telephone Equipment:** During installation or removal of P.B.X. equipment, obtain sufficient assistance for the work.

In removing equipment see that no nails, screws or bolts are left projecting from surfaces.

Before tipping a telephone booth, make sure that the roof is securely fastened and is free from loose objects. In handling a folding door booth, avoid having the hands caught in the door.

(September, 1954)

## PART V OUTSIDE PLANT

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## OUTSIDE PLANT

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### GENERAL

500. **Scope:** Part V applies to all work on telephone plant outside the central offices and subscribers' buildings except house cable installations.

501. **Warnings and Guards:** Before starting work at a man-hole or other location on a highway, or in a street, lane, or alley accessible to pedestrians and vehicular traffic, place warning and guarding devices as specified in the Practices. These serve to warn the public of danger and work in progress, to keep the public at a safe distance from supplies, operations, and conditions on the job, and to protect employees during the work.

Where conditions prevent the placing of warning and guarding devices in the regular way, station a man to warn the public, to direct traffic, and to warn workmen of approaching danger. Proceed likewise where warnings and guards placed at the job are in themselves considered inadequate to suit the particular circumstances.

When working at or near manhole openings or excavations in the street surface, always be alert for passing vehicles which may be out of control or irresponsibly driven. Make use of the splicer's cart or the truck as a protective barricade where this is practical and the traffic is heavy. In such cases, pay particular attention to the placing of extra guards or barricades and of adequate warning signs and warning flags or electric flashers by day or night. In making these arrangements, keep the following three points in mind:

- (1) Protection of yourself and other employees.
- (2) Protection of the general public.

(September, 1954)

(3) Facilitating the free passage of traffic.

Stay out of locations made hazardous by traffic. When necessary to discuss details of the job, move to the sidewalk or another protected location unless it is essential to remain at the manhole opening or excavation.

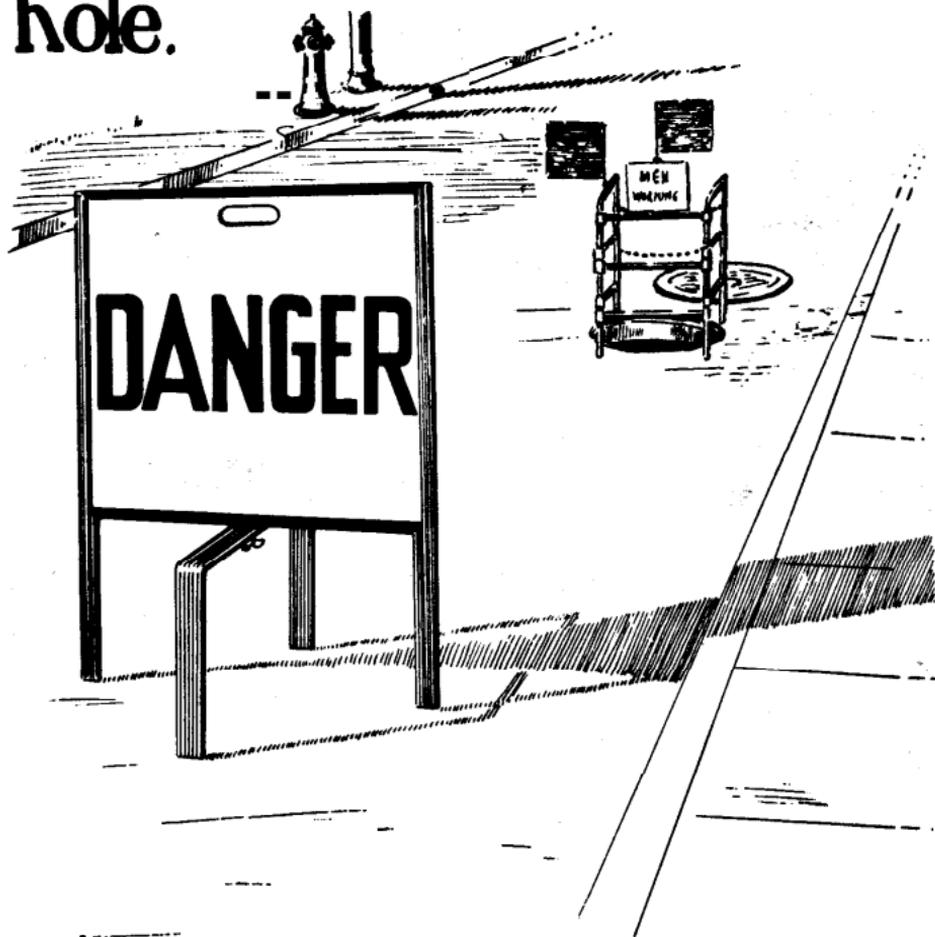
Where gas has been detected in a manhole, carefully follow the precautions contained in the Practices.

Protect installed guy rods not bearing guys, and guys not bearing guy shields, where pedestrians or vehicular traffic might strike them.

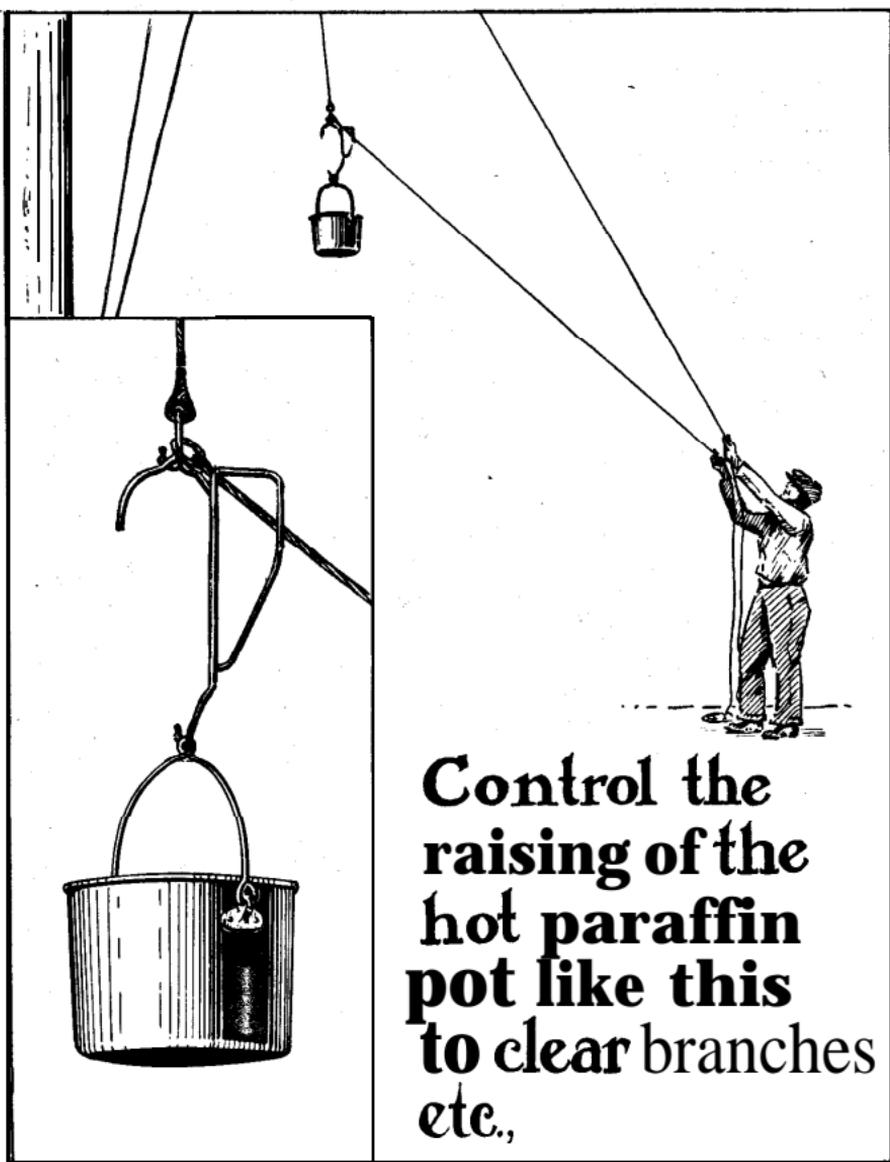
Any supplies, apparatus or condition which can interfere with the safety of pedestrians or wheeled traffic and which requires to be left overnight must be both suitably guarded and marked with warning lights.

(June, 1948)

# Use adequate warnings and guards at open man- hole.



(To face page 42)



**Control the raising of the hot paraffin pot like this to clear branches etc.,**

(September, 1954)

**602. Position of Body Relative to Work:** Where conditions permit, keep the face above the level of the work and out of the line of tool travel, to avoid the possibility of injury to the eyes, face or head if anything were to slip.

**503. Ladders and Platforms:** So far as practical, avoid placing a ladder or a platform in locations where moving objects might disturb it or where it may interfere with traffic. If necessary to place a ladder in such a location, guard it or station a man at its foot to warn of danger. See item 501.

Climb and descend a ladder, and work from it or a platform in a safe manner. Select, place and use the ladder and platform as specified in the Practices. Use the safety strap and body belt as provided in the same Practices.

Where work on a bridge requires to be done on other than the bridge deck proper, provide adequate support by scaffolding or rope slings before proceeding with the operations. Inspect such supports daily before use.

In constructing a scaffold or platform in a deep excavation, be sure that the planks of the deck are properly fastened in place and that the plank ends are supported. Work carefully on such a platform, and place tools in safe positions so as to protect other workmen.

**504. Handlines:** On aerial work raise and lower tools and materials on a handline. Use a canvas bucket for small items. However, when necessary to pass a soldering copper, substitute the standard holder for the canvas bucket.

↳ To carry the end of a handline aloft, tuck a bight of the line between the body belt and clothing behind the hip. A snugly coiled handline may be carried aloft by placing the loop over the plier handles. An object must not be attached to a handline to add weight for throwing.

↳ When in position to work on a pole, secure the handline to a pole attachment or the suspension strand.

Wherever practical to do so, have a man on the ground raise and lower the supplies on the handline, particularly in the case of heavy loads. He should keep out from below the load and should watch carefully the movement of the load to its destination, particularly in the case of molten materials. The line should not be permitted to slip through the hands when lowering a load. When an aerial handline is not in use, secure the lower end out of the way of traffic, so that it cannot swing, and so that it will not be underfoot.

Where a man who is alone is using a handline on aerial work and the line is not in use at the time, he should raise the line and support the coil on a pole attachment.

## OUTSIDE PLANT

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**505. Special Bridge Jobs** Generally, since the special nature of the work on bridges introduces risks not **normally** encountered, observe extreme caution and understand and perform strictly all instructions received.

Avoid interference with traffic as much as practical. Observe the precautions of item 501 at each side of the job. Keep supplies and apparatus off the travelled part of the bridge to the greatest practical extent.

When work is required on a bridge embankment or other steep slope, guard against slipping. Provide adequate support for the workmen. Ropes strung as hand holds or attached to the bodies or body belts and satisfactorily secured at the top of the slope are recommended.

Climbing down a bridge abutment is prohibited.

### ELECTRICAL HAZARDS

**506. Foreign Wire Hazards:** CONSIDER ALL THE FOLLOWING FOREIGN WIRES AND EQUIPMENT AS BEING DANGEROUS : TELEGRAPH, SIGNAL, OTHER TELEPHONE, FIRE ALARM, RADIO AERIALS, METAL CLOTHES LINES, ELECTRIC SERVICE WIRES, AND ALL OTHER POWER WIRES. KEEP AWAY FROM THEM AS MUCH AS PRACTICAL. WHEN REQUIRED TO WORK WHERE THEY ARE PRESENT, OBSERVE ADEQUATE PRECAUTIONS.

WHEN WORKING ON JOINTLY USED POLES AVOID SETTING UP SWINGING OF THE POWER CONDUCTORS WHICH MIGHT CAUSE CONTACT BETWEEN THEM, SO AS TO AVOID PLANT DAMAGE AND ELECTRICAL HAZARD.

WHENEVER TELEPHONE WIRES, CABLES, ETC. ARE SUSPECTED OR KNOWN TO BE CHARGED WITH FOREIGN VOLTAGE, WEAR LINEMAN'S RUBBER GLOVES.

Where it is known or suspected that blasting or other operations liable to cause contact between power conductors and telephone plant are in progress, keep off telephone plant in the vicinity and consult the supervisor before proceeding with the work.

**507. High Tension Wires:** Throughout all work of erecting or dismantling telephone wires, suspension strand, or aerial cable parallel to a nearby high tension power line, wear lineman's rubber gloves and be very careful as dangerous induced voltage may be present on the telephone plant.

(September, 1954)

**508. Grounded Telephone Attachments.** While working on line wires or terminal binding posts, avoid electrical shock by keeping out of contact with cable sheath, suspension strand, guys, and other grounded metal objects.

**509. Clearing Circuit Trouble:** When circuit trouble has been caused by power induction or foreign wire contact, look for the trouble but, when it is found, do not attempt to clear it until the necessary precautions have been taken.

### POLE LINES

**610. Excavating Holes:** In districts where the electric light and power company has buried power cables along highways and roads, determine from the supervisor whether such a cable is near the locations where pole and anchor holes are to be dug.

Where a hole is to be dug directly alongside an existing pole, brace that pole with pikes in four directions and guy its butt away from the hole to a nearby fixed object.

When required to make a hole in concrete, rock, or under other conditions where flying chips or stones may endanger the eyes, wear goggles for safety.

When necessary to defer the placing of poles in dug holes, cover the holes in a safe manner. If necessary, guard them. See item 501.

Use the correct tools according to soil conditions. Avoid using a digging bar and spoon, or two digging bars, at the same time unless rocks are encountered in which case two men should handle the bars. When digging near an obstruction, be careful of the hands. Do not hold the digging bar too tightly.

**511. Keeping Public at a Safe Distance:** Keep the public at a safe distance from the pole trailer, winch, winch rope, and pole derrick when they are in use. Proceed similarly when a gin pole or pikes are to be used for the work. Keep everyone out of the inside angle formed by manila rope or steel winch rope which is under load.

Similar provisions require to be observed during pole testing, moving and removal operations.

Keep the public away from supplies on the job.

**512. Erecting Poles:** Whenever conditions permit, use the pole derrick for pole line work. Wear gloves and do not wear climbers during pole erecting.

If conditions require changing the attachment of the winch rope or tackle block on an unset pole, lower the pole to the ground before changing it.

## OUTSIDE PLANT

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When a gin pole is in use all employees except the man guiding the pole butt or the few men handling the guiding pikes should keep away from the gin pole and the load.

Before erecting a pole with pikes and a deadman make sure that all this equipment is in good condition, that spuds are sharp, and that pikes are of the proper lengths to distribute the load as required. It is particularly important that each man pay strict attention to his part of the job, do it efficiently, and cooperate closely with the rest of the gang. The most experienced man should handle the deadman. No pikes should be shifted until instructions are given to do so. Do not place the butt of the pike against the body. Where pike poles would normally be used but where the footing is treacherous, substitute temporary rope guys for the steadying pikes.

In stepping poles, do not bend steps to line them up.

Provide standard clearances from foreign conductors to telephone guys.

513. Climbing Poles: Before climbing a pole :

- (a) Remove sticks, stones, other loose objects, and obstructions from the ground at the foot of the pole where it will later be necessary to descend, so as to avoid sprains and falls.
- (b) Determine by approved means that the pole is safe to climb.
- (c) Ascertain conditions aloft.
- (d) Where the load is unbalanced, the number of attachments limited, some attachments are to be removed, or the pole is seriously weakened, take all necessary precautions as outlined in the Practices. The use of pike poles alone to support a pole temporarily for climbing is prohibited.

Remove unauthorized signs and their fastenings from poles.

Report any clothes lines and radio aerials so attached to poles that they interfere with safe climbing or are in close proximity to power wires in the span, or which are attached above the telephone plant on jointly used poles.

Do not climb a pole or stay aloft when chilled to the degree that it would be dangerous to do so. Restore proper blood circulation before proceeding.

(March, 1952)

When another man is climbing on a pole, wait until he is in the working position before you climb. When on a pole with another man below you and he is climbing, wait till he is in the working position or has reached the ground before you descend.

Climb and descend poles in a safe manner. Avoid hurry. Pay strict attention to climbing. Have both hands free for climbing. Be particularly careful when the pole is located close to a building wall.

Do not jump off the bottom step. Look for uneven ground before descending from the bottom step.

When a pole is ice-coated preferably strike it with a heavy object to dislodge loose ice before climbing. Guard against falling objects. Remove snow, ice and paraffin from the steps as far as practical.

Avoid grasping crossarm braces, insulator pins, pole brackets, and distributing terminals, or foreign attachments (i.e. clothes lines, radio aerials, etc.) or otherwise using them for support.

In using lineman's climbers set the gaffs in sound wood, and be careful at slippery spots caused by tree chafing or spilled paraffin. Be cautious on creosoted poles which may be slippery in hot weather and hard in cold weather.

When circumstances require the wearing of climbers on a stepped pole, use the pole steps as much as practical. Where metal steps are rusted, be careful of the eyes. Never place the foot on the head of a metal step.

**514. Work on Poles:** Wear a body belt and safety strap. Place the body belt on the outside of all clothing. After buckling the body belt, pass the end of the strap through the keeper to avoid interference. Make sure that tools in the body belt loops and holster cannot fall out when it is necessary to lean or bend over. Be careful that tools in the belt do not catch on pole attachments. Avoid climbing through line wires with any long tool in the body belt, as it may catch and be tilted out.

Before climbing or working on a corner pole, examine guys and guy rods to see that they are in good condition.

Preferably raise and lower supplies and box-type test sets on a handline. See item 504. In the case of a hand set, prevent the test cords and clips from hanging freely or swinging. If required to carry a hand set up or down a pole, do not place it in front of the body. Avoid carrying supplies in pockets or the bib of overalls.

## OUTSIDE PLANT

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Examine the safety strap frequently while it is in use. Each time that the safety strap snap is engaged in the Dee ring of the body belt, look at it to be absolutely sure that it is properly fastened. Under no conditions shall any material or tool be carried in the Dee ring or snap hook.

Work aloft in a safe manner. Obtain adequate assistance as necessary. Pay particular attention to providing and maintaining safe clearances from the ground, rails, and foreign wires.

While aloft, place no supplies where they may be knocked or shaken down.

When a crossarm to be placed is rested on the safety strap, keep it away from the safety strap snaps.

When driving anything into a creosoted pole, guard the eyes against any creosote that may be squeezed and squirted from the wood by the blows.

Before going on a crossarm, balcony, or seat, be sure that it will support your weight safely. Report to the supervisor any defects found by examination and obtain his advice before proceeding.

Where a pole seat or cable balcony is icy or coated with paraffin be very careful.

Fasten doors open to prevent movement before working in the terminal. Where conditions permit, work in a sitting position. If required to stand on the seat associated with a BD terminal, pass the safety strap through both handles on the sides of the terminal. Keep off the balcony railing. After using a seat turn it down.

When required to apply creosote to a pole with a pump or gun, wear goggles.

**515. Pole Removal:** The dismantling and removal of old poles are considered to be the most hazardous telephone operations. Consider all such poles as dangerous and take the precautions specified in the Practices. Work with extreme care.

When using a pole jack, make sure that the retaining pawl is engaged before releasing pressure on the jack lever. Do not attempt to pry out the butt of a heavy pole with a digging bar.

(September, 1954)

Take down old poles as soon as practical. When old poles are to be left standing, be sure they are in safe condition. Whenever conditions permit, remove old pole butts and tamp the fill in the hole thoroughly to avoid later dangerous depressions in the ground.

In removing a guy, remove the anchor end first.

Where dismantled supplies are not disposed promptly in a safe manner, guard them appropriately.

**516. Line Wires:** Before patrolling right-of-way where the employee would be isolated, advise the toll centre and be accompanied by another man on the patrol. Where the line is on railway property, walk at the side of the track whenever conditions permit. Look and listen frequently for approaching trains. Where there are double tracks, walk at the left. Before going on a bridge or trestle locate safe positions which can be reached in case of necessity.

Avoid handling line wires when there are signs of an electrical storm.

In cutting line wire, control movement of both wire ends so as to avoid personal injury, particularly to the eyes.

During work with line wires, keep the public away from the wire reels. During work aloft, see that everyone is out of danger below.

When stringing or removing line wires, observe all necessary precautions to prevent contact with foreign wires and equipment.

When pulling line wires, prevent their interfering with traffic.

Avoid raising line wires to crossarms or brackets when the truck, winch rope, or team is in motion. Each time before starting a pull, see that everyone is in the clear.

When pulling line wires over crossarms, prevent the running board from catching on the crossarms.

On corner poles, work outside the angle formed by the taut wires while the pull is being made.

Use a houseline loop and a tool handle as a lever to remove a broken insulator; otherwise drive out the insulator pin.

## OUTSIDE PLANT

---

Before handling any broken telephone wire found hanging from a pole, examine the line for a distance in each direction for foreign wire contact, and report the matter promptly to the test desk. Obtain from the desk a report as to whether the wire is clear by test. Follow carefully any instructions received from the test desk.

Before removing line wires from a pole, guy to equalize the load. In pulling out old wires, fasten a hand line to the rear end to prevent its flipping about as the end passes over crossarms.

517. **Drop and Block Wires:** In placing and removing drop wires and attachments, the proper sequence of operations shall be followed.

When stringing or removing drop or block wires, take all necessary precautions to prevent contact with foreign wires and equipment.

When stringing or removing drop wires in a street, lane or alley proceed strictly as outlined in the Practices, to avoid interference with traffic and accidents which might be caused by vehicles catching the wire.

In placing attachments, avoid striking porcelain knobs or exerting an excessive pressure on them by screws or nuts.

When placing or removing building attachments refrain to the greatest practical extent from hanging over copings, railings, porches, stairways, and out of windows.

## UNDERGROUND CONDUIT

518. **Excavations near Tracks and Power:** When an excavation is to be made near street car or railway tracks, station one or more men, as required, to warn men of approaching cars or trains during the work.

In districts where the electric light and power company has buried power cables along highways and roads, determine from the supervisor whether such a cable is near the location where the trench is to be dug.

519. **Work in Excavations:** Observe strictly all requirements of the Practices as to blasting.

Before operating a compressed air tool see that all hose connections are made properly, and that the tool steel is securely held by the retaining device. Permit no one in front of the tool steel while the retaining device is released.

(March, 1952)

When operating a compressed air tool, keep **the** feet out of danger. Never steady the tool steel with the foot or the leg. When necessary, start a hole for the tool steel with a pick. Under no conditions may the controls of a compressed air tool be tied down. They are designed to release automatically as required. See item 321.

Protect the eyes with goggles when working on pavement, brick, stone, and under other dusty conditions, such as when breaking out tile, concrete or brick.

Use ladders to enter and leave deep excavations.

Use the correct tools according to the soil conditions. Keep the feet a safe distance from the work. Near obstructions be particularly careful of the hands. Use tools so as not to endanger other workmen. Keep at a safe distance from other workmen.

Only when rocks are encountered should two digging bars be used; then they should be handled by separate men. Do not use a digging bar for drilling. Do not grip the digging bar too tightly.

(April, 1950)

In soil which is liable to cave, provide shoring as specified in the Practices. Dislodge no braces until they are no longer required. In an unshored excavation be careful not to undermine the banks.

During work in an excavation be alert for warnings from other employees. If the condition of the walls becomes doubtful, leave the excavation immediately until proper shoring is installed.

In constructing a temporary bridge over a trench, fasten the floor boards, remove projecting splinters, and provide substantial hand rails where required.

When not in use, place tools where they will not cause accidents. Never leave a concrete rake with the teeth turned up.

In breaking concrete, tile, brick, etc., stand so that falling pieces will not strike the feet, legs, or body.

Avoid scattering supplies on the sidewalk, road or private property. Keep supplies, and loose excavated materials, away from the edge of the excavation. See items 309 and 311 on conduit, frames and covers.

Lower heavy conduit sections into the trench by passing a rope through one of the ducts. When shifting the position of such conduit in the trench, do not lift on the outside conduit wall.

In a manhole excavation, move to one end while supplies are lowered at the other end.

When handling creosoted plank observe item 314.

Pack the backfill and leave the surface in such condition that it is safe for traffic.

## SUSPENSION STRAND

**520. Erecting and Removing Strand:** When placing or removing suspension strand, keep the public away from the winch, winch rope, and strand reel.

When pulling suspension strand prevent its interference with traffic. Also, maintain safe clearances from foreign wires.

Where strand is to be cut, bind the wires at each side before using a strand cutter as provided in Bell System Practices.

## OUTSIDE PLANT

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Be sure to tighten all strand clamps properly. At corner poles work outside the angle formed by the tight strand before it is secured by the clamps.

In removing suspension strand, particularly from spans over power wires, follow carefully the requirements of the Practices.

**521. Riding Strand:** Before riding suspension strand the condition of which is doubtful, test it as provided in the Practices except under the following conditions where an extension ladder must be used:

- (a) In spans where possible failure of the strand might cause contact with foreign wires.
- (b) In spans between a pole and a building wall.

Where suspension strand has been close to a building or brush fire neither ride it nor rest a ladder against it.

Before riding a span where the cable car would be less than 18 feet above a roadway, station a man to warn drivers of tall trucks not to pass while the span is being ridden.

In spans where inadequate clearance from foreign wires to the cable car would exist, ride the strand from each adjacent pole toward the foreign wires.

When placing rings, carry them on the cable car as specified in the Practices.

### CABLE

**522. General.** Before patrolling right-of-way where you would be isolated, advise the toll center and be accompanied by another man on the patrol. Where the line is on railway property, walk at the side of the track whenever conditions permit. Look and listen frequently for approaching trains. Where there are double tracks, walk at the left. Before going on a bridge or trestle locate safe positions which can be reached in case of necessity.

Avoid handling aerial cable when there are signs of an electrical storm.

Keep the public away from the winch, winch rope, and cable reels while they are in use.

(June, 1948)

On all work concerned with aerial, block and house cables, maintain adequate clearances as specified in the Practices.

**523. Aerial Cable:** During work aloft, see that everyone is out of danger below.

On corner poles work outside the angle formed by winch or pulling rope under load.

In handling lashing wire where foreign wires are present, be sure to keep the wires out of contact. Coil the lashing wire.

In removing aerial cable, particularly where foreign wires are present, follow carefully the methods specified in the Practices.

**524. Block Cable:** Before making cable attachments to a building wall make sure that the wall will withstand the load.

**525. House Cable:** Whenever an alternative location is available for riser cable, keep such cable out of elevator shafts.

**WHEN THERE IS NO ALTERNATIVE TO WORKING ON RISER CABLE IN AN ELEVATOR SHAFT, OBSERVE THE FOLLOWING PRECAUTIONS STRICTLY:**

- (a) Make sure that a competent operator is at the elevator controls during operations (b) and (f) below with definite instructions to hold the elevator stationary and to move it **only as directed by the telephone employee in charge of the work** or by a man designated by him. All instructions are to be given by the one man only.
- (b) Arrange to have the elevator lowered until its floor is about 6 feet above the bottom of the pit, or at a somewhat higher level if required, to permit placing the cable as in (d) below. Arrange to have the elevator blocked, if necessary, so that it cannot go lower.
- (c) Arrange to have the fuses removed from the elevator circuit, in the case of electric elevators, or to have the main supply valve locked, in the case of hydraulic elevators. Check to make sure that this has been done before proceeding with (d) and (e) below.
- (d) Before raising the cable, make sure that its stubs are lashed securely to the main cable and the supporting strand in the approved manner. Feed the cable and the strand beneath the elevator and up the shaft by blocks and tackle.

## OUTSIDE PLANT

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- (e) Fasten the supporting strand in the approved manner to a suitable anchorage at the top of the shaft.
- (f) Workmen may then use the elevator roof as a moving scaffold for clipping or fastening the strand and cable to the shaft wall, progressively from the bottom to the top.
- (g) Do not work alone on an elevator roof. Be accompanied by one other man. Examine the roof for slippery substances. If they are present, arrange their removal before proceeding with the work. Permit no part of the body to extend beyond the edge of the roof while the elevator is moving. Where the roof edge is rounded, keep well away from it and be extremely careful. While the elevator is starting, running, or stopping obtain a firm handhold. Guard constantly against unexpected elevator movement. Take all necessary precautions to avoid counter-weights in the mid-position.

**526. Underground Cable:** Open and close manholes as specified in the Practices. Use manhole cover hooks. In the winter a sledge is approved for loosening the cover in the frame. Never set a fire on a manhole cover.

Where there is a gas supply, test for gas in manholes and report gassy manholes as provided in the Practices. Where gas has been detected by test provide for ventilation, retest periodically and stationing of a man at the manhole opening as specified in the Practices. While below, be alert for an inflow of gas, and leave promptly if any dizziness, breathing difficulty, etc. is experienced.

When the road is icy near the manhole opening, scatter sand or cinders to prevent vehicles from skidding.

Enter and leave the manhole by a standard manhole ladder.

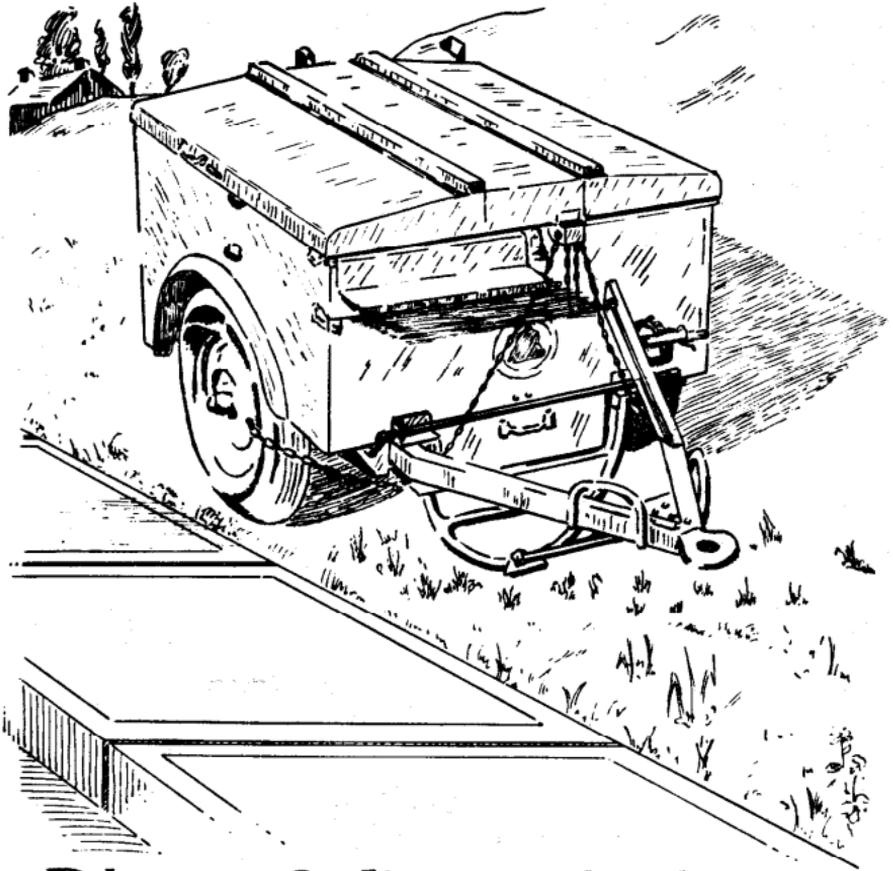
When rodding duct, keep the end of the duct rod away from the stomach and the groin.

Secure the pulling frame in position carefully. So far as conditions permit, stay out of the manhole containing the pulling frame during the pulling operation.

Use approved tools for shaping cables in manholes, to avoid strains.

**527. Submarine Cable:** Since submarine cable crossings introduce risks not normally encountered, observe extreme caution, and understand and carry out strictly all instructions received.

(June, 1948)



*Place Splicer's Cart out of traffic, at right angles to slope. Chain the wheels.*

(To face page 54)

**Test for gas,  
where supplied, before  
entering  
first time.**



(April, 1950)

Do not interfere with a diver's equipment, or handle it except under direct supervision.

**5.28 Cable Splicing:** When required to move the older 1519 type of splicer's cart by hand, raise its supporting leg to avoid foot injury. In the case of the newer 30S type of cart, leave the leg in the down position. Locate the cart out of the way of traffic. On a hillside place it at right angles to the slope and block the wheels. At the end of the day's work, fasten the cart to a fixed object or chain its wheels. Where interference with traffic might occur, place a lighted red lantern.

At an open manhole observe the requirements of the Practices concerning tests for gas, use of the ampoule heater in cold weather, open flames, and approved manhole lighting. See item 501 on guards and warnings.

Keep loose articles away from the manhole opening. Raise and lower supplies at the direction of the man below. Do not throw or drop anything through the opening. While supplies are being lowered, the man in the manhole should stand at one end.

Keep the splicer's furnace away from the manhole opening. If inexperienced, do not operate the furnace while alone. Avoid operating the pump while anything is on the furnace. Make the first upward stroke slowly to prevent the squirting of fuel. Do not remove the filling plug while the furnace is operating. Keep the face away from the furnace when lighting it. Wear goggles when cleaning a clogged jet hole.

Use a furnace shield at windy locations to confine the flame, and to keep unauthorized persons away from the furnace.

Discontinue the use of any pot, kettle, ladle or dipper which has a defective handle, cracked metal, or a seriously deformed shape.

Place the paraffin pot evenly on the furnace for heating. Remove it before boiling out any materials. Keep the hot pot or kettle away from combustible materials including wood or linoleum floors, or tarvia or asphalt surfaces. Use a pot hook to handle the pot. See that the pot hook is properly engaged. Prevent the pot being caught by any objects while it is being passed.

Heat the ladle or dipper before use. Pass the ladle handle first. Hang the dipper on the pot hook. When the ladle or dipper is not in use, keep it out of the pot, and place it where no one will be burned.

## OUTSIDE PLANT

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When a pot is lowered into a manhole, the man below should not reach up for it. When lowered, it should be supported in a safe manner and a safe location.

Use a paraffin pan or trough and a solder pan to prevent molten material from splashing during boiling out or wiping operations. See that the tool is free from defects and moisture. Support it properly.

Keep out from under boiling out or wiping operations aloft.

When removing splicing chamber trap doors, place suitable guards or warnings for other people. Secure the doors, or place them so that they cannot cause injury. Replace the doors properly.

### TERMINALS

**529. Terminals:** In climbing and working on poles, avoid grasping a distributing cable terminal or otherwise using it for support.

When raising the cover of a distributing terminal make sure that:

- (a) The cover catches of the F or 14 terminal cover keep the cover from coming off.
- (b) The chain of the C or 8 terminal is properly attached to prevent the cover from falling.
- (c) The cast cover of the 14 terminal is secured to prevent its falling.

To raise or lower a heavy terminal use blocks and tackle, or winch line equipment, to avoid strains.

**530. Seats and Balconies:** Before going on a pole seat or cable balcony examine it for loose, missing, or defective parts. When first applying the weight of the body to the seat or platform, retain a firm hand hold. Report unsafe conditions to permit required repairs.

### TREE PRUNING

**53 1. Climbing and Support:** Before pruning see whether foreign wires are in or close to the tree. If they are present, avoid contact between them and the body or the pruning tools. If contact might accidentally occur, wear lineman's rubber gloves. Before proceeding, remove dead branches.

(June, 1948)

Where pruning is to be done from a pole., use a body belt and safety strap. Use the pole steps or climbers as required.

To climb a tree, only an extension ladder or rope seat should be used. Climbers are never to be employed on a tree.

For work in a tree use a body belt with a safety strap on a lashed ladder, or with a rope sling without a ladder, except where a rope seat is used by itself. Observe the requirements of the Practices in all cases.

Before trusting the weight of the body on a tree limb, be certain that the limb is safe. Avoid dead limbs.

**532. Condition and Use of Tools:** Before using any tools for tree pruning see that they are in good condition, particularly those to be used for support. If they show any weakness, or if the handles do not fit properly, do not use them.

For pruning aloft use only approved saws and the tree pruner. Under no conditions is a hatchet to be used above the ground.

Where twigs, saw dust, or flying chips present an eye hazard, wear goggles.

When tools taken aloft are not in actual use, secure them in place. Be particularly careful when changing position. On the ground, place cutting tools aside where they will not cause injury or interference with the work. Handle and store the pruner head carefully.

Do not try to use a pruner on too large a branch. Avoid jerking the blade or wedging the pruner head between branches.

**533. Pruning, Felling and Burning:** Do not attempt to prune trees during high wind.

When aloft, be sure to have sufficient space in which to work safely. Guard against twigs and small branches injuring the face. Take up a position where falling branches or severed limbs will not fall on or swing against you.

When using a saw, keep the free hand away from it. To avoid splintering limbs, generally cut the underside before cutting the top when making other than a flush cut.

## OUTSIDE PLANT

Rope heavy limbs and lower them with ropes as outlined in the Practices. Avoid falling branches. Keep at a safe distance as a falling branch sometimes springs a considerable distance after striking the ground.

In felling trees, proceed strictly as outlined in the Practices.

In burning brush and branches, prevent the fire from spreading. Place additional wood on the fire from the windward side. Extinguish the fire before leaving it.

(June, 1948)

## PART VI CENTRAL OFFICES

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**600. General:** Part VI applies to work around central office equipment. Many of the precautions apply to P.B.X. work of a similar character.

All work on or around electrical power circuits and equipment requires to be performed by qualified persons who are authorized to do such work.

**601. Power Boards and Panels:** Avoid striking projecting parts of power boards and panels. Avoid contact with live parts. Prevent tools from projecting from the belt or pocket and from accidentally contacting any part of the board or panel. Do not wear a watch chain, jewellery on the hands or arms, or carry any metal object in the hand, when working at a power board or panel.

Do not handle switches, fuses, or bus bars except to work on them. Open the switch when practical before changing a fuse ; otherwise wear rubber gloves.

Keep away from circuit breakers. In all cases reduce the load on a heavily-loaded power circuit before opening it. Before working on protective ground leads, and before making repairs on any power equipment where high voltage is present, make sure that the service switch is open.

Make all electrical tests with a test lamp or other approved testing device.

## CENTRAL OFFICES

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Before going behind the power board or entering the transformer vault, obtain proper authority.

When behind the power board wear rubber gloves and stand on an approved rubber mat as provided in the Practices. Handle all tools and perform all operations in a very careful manner.

While in a transformer vault, be accompanied by another employee.

**602. Machines:** Obtain adequate instructions before starting any machinery. See that the guards are in place.

Keep away from running machinery except when necessary to work on or near it. Then be very careful to keep clear of moving parts.

Keep away from pumps and compressors which are equipped with automatic starting and stopping equipment. Before working on such machinery, open the switch of the power supply circuit.

Place tools and other required objects at a safe distance and in a safe place. Avoid as far as practical the carrying of long objects near running machinery.

Whenever practical, oil machines while they are stopped. Stopping a machine with the hand or foot, and placing or removing belts while machinery is running, are prohibited.

Around electrical machines, observe the following :

- (a) Do not stand on a motor or generator.
- (b) Insulate yourself properly from live parts and ground.
- (c) Handle all tools and materials carefully which are not insulated. Protect the fingers, particularly on machines where armature winding terminations project.
- (d) The only moving parts of a machine which are permitted to be cleaned are commutators and interrupters.
- (e) When a machine is out of service remove the fuses and tag the switch.

Around Diesel and gasoline engines observe the following :

- (a) Read the starting instructions carefully. If in doubt, consult the supervisor.
- (b) Start an engine by hand only when authorized by the supervisor. Then facing in the direction of rotation, turn the balance wheel in that direction. Obtain adequate assistance. Do not place the foot against the wheel.

(June, 1948)

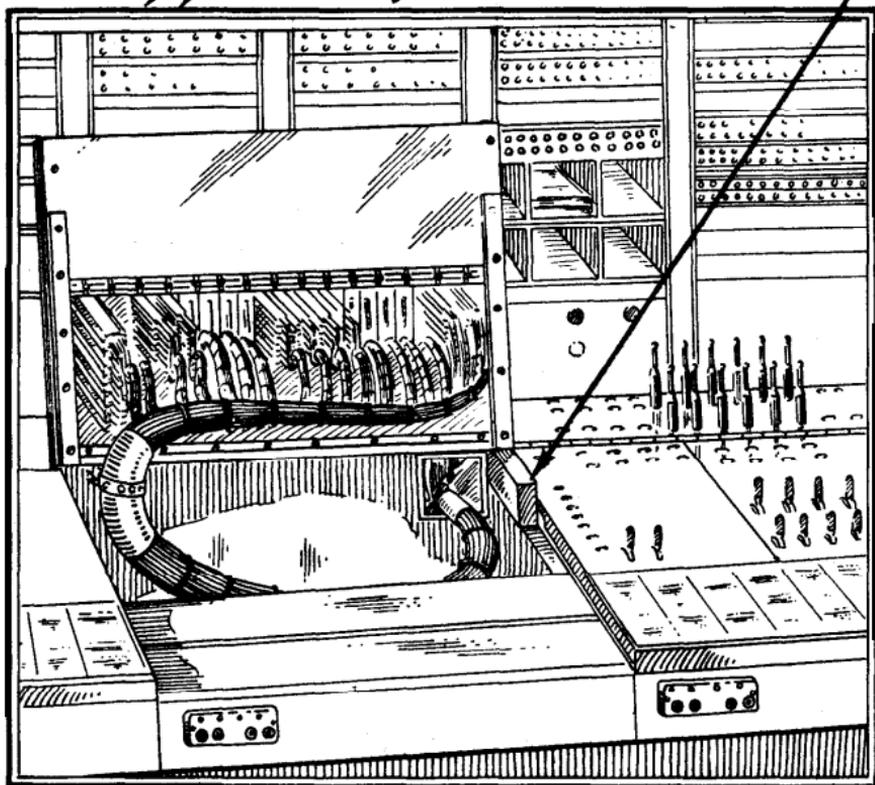
*Discharge Static  
from body before  
removing  
vent  
plug.*



Repeat before inserting  
hydrometer after moving  
about.

(To face page 60)

*Lock approved Braces, if present, or use proper Block to support key shelf.....*



*Warn nearby operators.  
Close the Shelf carefully.*

(September, 1954)

(c) While the engine is running, provide thorough ventilation for the room. Correct or report promptly any leaks found in the exhaust line.

↳ **603. Electric Lights, Cord and Switcher:** Before changing any electric light in a battery room, make sure that the switch is open. All lights in rooms housing open-type cells are required to be equipped with vapour-tight globes. Lights in rooms housing closed-type cells are not required to be so equipped.

↳ Arrange pendant lights so that they cannot possibly strike the floor.

Use portable lights only when equipped with an approved guard. The use of paper lamp shades is prohibited. When a light is being used in a frame or multiple, or amongst equipment, put it out before leaving it unattended even for a few minutes. See item 318 regarding maintenance.

**604. Battery Room:** Have adequate assistance and proper equipment for handling electrolyte and water safely, and when cleaning storage batteries.

When the occasion demands wear a rubber apron, rubber gloves, rubber boots, and goggles. Wear rubber gloves to handle battery plates.

When replenishing electrolyte use a porcelain container for handling water or acid. Pour the acid in slowly and stir well. Allow the liquid to cool before adding more.

Before moving the tanks or jars of other than portable storage batteries remove the electrolyte. Sink all but a few inches of rubber tube in the electrolyte, close the outer end with the thumb and finger, arrange the tube in position, and then siphon the electrolyte from the tank or jar.

Place no tools or materials on jars or tanks of storage batteries. Avoid placing tools and materials in places from which they could fall into the electrolyte.

Before handling enclosed storage batteries in any way, discharge static from the body.

Smoking in a battery room is prohibited.

On completion of storage battery work, wash the hands thoroughly with soap and water.

When any acid has come into contact with the skin neutralize it promptly with a mild alkali, before burns are caused.

## CENTRAL OFFICES

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### **6.05 Frames and Racks: WHEN ABNORMALLY HIGH VOLTAGES ARE SUSPECTED OR INDICATED. RUBBER GLOVES MUST BE WORN BY ANY EMPLOYEE WORKING ON THE EQUIPMENT.**

Keep off equipment frames and racks.

Inspect track and portable types of rolling ladders frequently for defective and missing parts. Pay particular attention to the brake. Make the necessary repairs or report the condition promptly.

As metal cleats and studs on soles or heels of footwear have proved to be hazardous when using central office ladders, they are not permitted on such work.

Do not leave tools or materials on a ladder.

Before moving a rolling ladder, make sure it is not occupied and that tools or materials are not on it. Keep off a ladder being used by another person, except for supervision or training purposes.

Mount and descend a rolling ladder only when it is stationary. Face the ladder while ascending and descending. Do not permit the ladder to project into a cross aisle.

In mounting ladders equipped with brakes, observe the same precautions which apply where a brake is not present. At no time should the brake be tied.

Keep the weight well balanced on the ladder, and keep one hand on the ladder while reaching with the other.

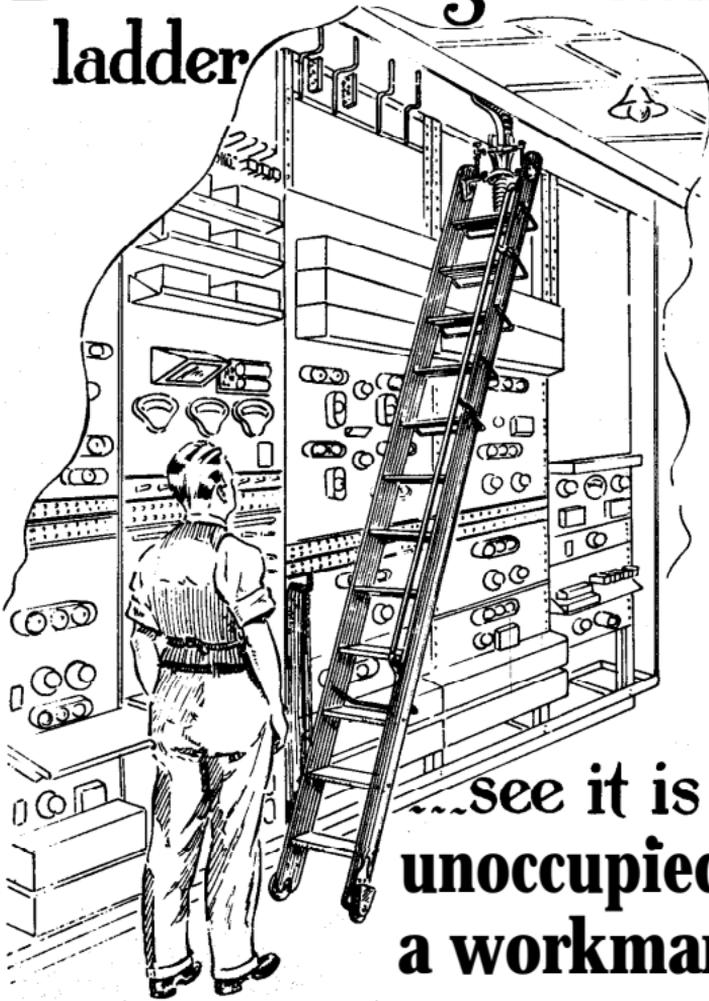
Under no conditions should anyone step from one rolling ladder to another.

Stay off the top platform of a portable rolling ladder unless it is in use between frames where neither frame is more than 15 inches from the ladder side rail. Before the top platform of this ladder may be used at other locations, the ladder must be securely held or lashed to the frame vertical.

Mount, work from, and leave a ladder seat carefully. Do not stand on it. Keep loose materials and tools off it. When a test set is being used on the seat, secure the set in place. Remove the seat from the ladder on completion of the job or before going off duty.

(June, 1948)

# Before moving or using ladder

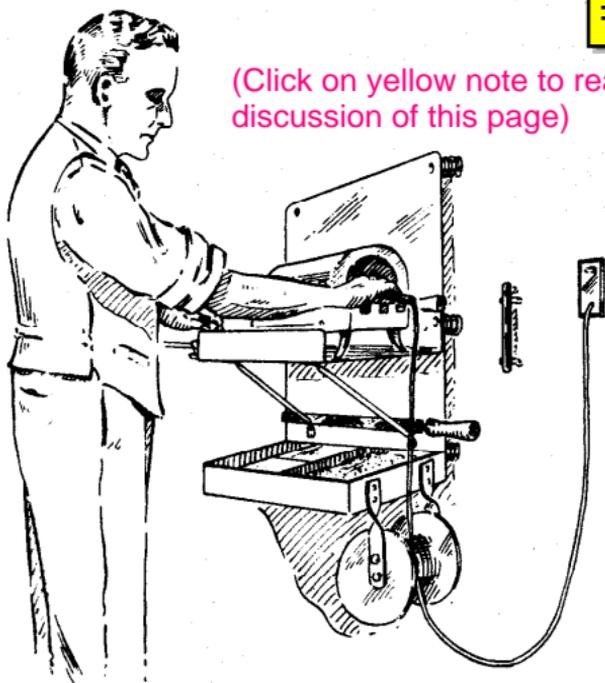


...see it is  
**unoccupied by  
a workman,  
tools or material.  
Check the brake**

Use an approved  
lighter.... Keep face  
at a safe distance.



(Click on yellow note to read a  
discussion of this page)



*When not in use, don't  
leave tools projecting into  
aisle.*

(March, 1952)

When soldering from a ladder, keep the soldering copper holder below the level of the eye whenever conditions permit. ~~When soldering operations are not in progress, remove electric soldering copper and holder from the ladder steps.~~ The cord of an electric soldering copper should not cross a ladder runway. When not in use, store the copper and holder under the frame or in another approved location.

(December, 1954)

Before running wire or cable from a reel, provide substantial support for the reel. Where the reel is portable, place it close to the work. If necessary to have wire or cable on the floor, place it close to the frame.

When sewing cable, work in such a way as to avoid injury in case the thread were to break.

Use an approved tool for stripping wire and cable. Hold the wire at a point behind the tool. Pull the tool across the body, not toward the body or the face.

Skin wires carefully to avoid injury.

Remove wire clippings from the floor, ladder steps, etc. to avoid slipping.

Use an electrical or mechanically operated spark igniter to light a gas fired soldering copper furnace. Keep the face at a safe distance. The use of an eye shade of inflammable material around a furnace or while soldering is prohibited.

At a gas fired soldering copper furnace, the shelf drawers should be closed, and no soldering coppers or files should be left projecting from the rack into the aisle.

When cleaning a soldering copper furnace, guard against dust getting in the eyes, cuts or scratches.

Remove and replace equipment covers carefully. Place them where they cannot cause injury. Keep out from below a man who is handling such covers.

In opening and closing equipment cabinet doors, use the handles provided. Avoid applying pressure to the glass. Keep cabinet doors closed except during the progress of the work.

Handle howler, generator and battery keys carefully during test; think of the other workman as being aloft, and warn him regarding what you are going to do.

**606. Switchboards:** Keep the passageway behind the switchboard clear at all times.

On removal of a switchboard panel, place it in a safe location. When replacing it, adjust it properly to prevent its falling. In the case of the front panel of a cord pit, see that the catch is properly engaged. In the case of P.B.X. equipment, make sure that the apparatus gate is properly secured.

Avoid striking the projecting details of switchboards and key shelves.

## CENTRAL OFFICES

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Keep the top of switchboards clear of loose materials and tools.

For work in the multiple, use only a multiple trouble lamp which has no exposed metal parts which might cause sparking. In raising multiple cables, use wooden wedges that are in good condition, and moisten their surfaces slightly to prevent slipping. When a second wedge is being placed, guard against the first one being forced out and striking someone. In heavy multiples preferably use a multiple lifter. If wedges are necessary and the multiple is of six or more banks, use four wedges. When replacing the webbings conceal the pin points.

When changing plug seats, wear goggles.

Before working at a key shelf not equipped with braces, warn nearby operators to keep clear. Prevent the shelf from falling by supporting it with a proper block. Where braces are present, lock them properly. Close all key shelves carefully.

When working on a switchboard equipped with track type ticket distributing system, keep out of the path of moving carriers. If the foregoing is impracticable, temporarily suspend operation of the carriers or block the track at both sides of the working zone.

**607. Warning Janitor and Other People:** Caution the janitor and other people not to touch electrical equipment. Watch visitors particularly.

**608. Circuit Trouble from Power:** The tester should notify the supervisor, framemen, and outside employees promptly of any circuit suspected to be in contact with foreign wires.

**609. Flashlights:** Around electrical equipment use only flashlights which have insulated cases.

**610. Headsets:** When a headset is not in actual use, remove it, to avoid the possibility of the cord being caught by machinery or other objects.

**611. Scaffolds:** Supporting a scaffold on boxes, racks, or frames is prohibited.

**612. Interference with Equipment:** Refrain from interfering or tampering with equipment not included in your assignment, particularly in a power room or around running machinery.

**613. Blower:** When cleaning with a blower, wear goggles and a respirator.

(September, 1954)

PART VII *Sept 54*  
BUILDINGS

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**700. General:** Part VII concerns Company buildings, and applies generally to Company employees. Concerning work in Company offices observe the precautions in Part VIII.

Observe building conditions liable to cause accidents. Report them promptly to the supervisor.

Correct reported hazards as promptly as practical.

When about to work on light fixtures or other overhead equipment, always see that persons have moved away from underneath before starting the work.

**701. Doors:** Approach and open doors cautiously, particularly those of the double-swing type. Guard against being struck when some one else opens the door.

Before pulling a door toward yourself to open it, stand to one side and away from it.

When opening a glass-panelled door, use the handle, frame or the door rails. Do not press on the glass.

Avoid standing or sitting where a door might strike you.

Keep closed all doors leading to the basement or to other floors. Do not leave any door half open; close it or fasten it fully open.

While opening or closing a transom, hold the door open.

**702. Windows:** Keep off window sills unless work requires you to sit or stand there. Then take special precautions.

## BUILDINGS

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Open and close windows carefully and slowly. Use the lower sash handles, and a window pole for the upper sash. See that the window pole end is properly engaged in the sash pocket before pushing or pulling. Under no conditions permit it to press on the glass.

When the window pole is not in use, place it in an approved holder when provided. In any event, place it in a safe location and position so that it will not fall.

Report promptly defective window chains or sash weights.

Carefully handle windows which are not equipped with a counter balancing mechanism. See that such windows are secured, when open, to prevent their falling.

Throw nothing out of a window. Keep tools, materials, and other objects off window sills and framework.

Use an approved window cleaner's body belt and safety straps when cleaning or repairing a window from the outside, unless the work is done from a ladder. Inspect the belt and straps for defects before using these tools.

Report promptly any broken or cracked window glass or screens, or screens which are not securely fastened in place.

Raise and lower window shades carefully. Fasten securely the pulling cords of Venetian blinds. Be alert to the possibility of a cord breaking and permitting the blind to fall.

When a heavy wind develops, see that awnings are properly pulled up and secured in place.

**703. Halls and Passages:** Keep halls and other passages free from obstructions.

When standing in or passing along a hall or passage, stay at a safe distance from doors which enter into it. Generally keep to the right. Do not run.

**704. Floors:** Be careful in moving across a slippery floor. Do not run across floors. Look for differences in elevation and faulty floor or covering. Turn corners cautiously.

Leave no objects lying about on a floor. Remove litter promptly.

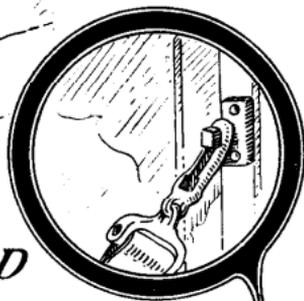
Signs should be placed where any danger exists from faulty conditions or work in progress. Place suitable guards at temporary floor openings, open traps or hatchways, and during the progress of work in a shaft or pit.

(June, 1948)

# Use approved Belt and Safety Strap to work outside of window.



*See building attachments are safe before using.*



*Attach Safety Strap and Belt Buckle properly.*

(To face page 66)

*When drilling,  
use proper  
tools.*



*Wear Goggles and  
adjust them for com-  
fort and safety.*



(June, 1948)

When drilling concrete, tile, brick, or similar material wear goggles.

When mopping stone floors, wear rubbers. Clean and polish the floors of equipment rooms during hours of light load. When using an electric polisher, run the cord to the nearest electrical outlet. Warn people. When grease, oil, or soft soap is spilled, remove it without delay.

**705. Walls, Ceilings, and Woodwork:** Before working on walls or woodwork look for projecting nails, splinters, etc. Remove them. Use a brush to clean old or rough woodwork. When doing dusty work or spray painting, wear goggles.

When it would be necessary to work from the top of a ladder longer than 3½ feet, use a safety type of ladder or other approved means.

Beware of sprinkler heads.

On overhead work where people below might be injured, use a drop cloth.

**706. Stairs:** In ascending or descending stairs, be careful if there is not plenty of headroom. Keep to the right where practical. Use the hand rail for support. Place the feet firmly on each step. Do not run, and do not sit on the hand rail.

Inspect safety treads regularly. Roughen up all smooth noses of stair treads. Under no conditions may stair treads or their covering be waxed or otherwise polished. When washing stairways and landings, soap is not to be used.

Place or leave no materials, tools or litter on a stairway or landing.

**707. Elevators:**

- (a) **Operators:** Observe carefully building instructions regarding the safe operation of elevators. No one but a qualified and authorized operator shall attempt to run an elevator.
- (b) **Workmen:** Before any work is undertaken in an elevator shaft, prior authority shall be obtained from the Company official responsible for the particular building. When necessary to work in an elevator shaft, do so only after the operators have been advised and an attendant has been assigned who will be governed by your instructions. Work in an elevator should only be undertaken when the properly authorized attendant is present to prevent its operation and to move it as directed by you.

## BUILDINGS

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Before doing work required on the top of an elevator, examine the roof for grease and oil and have it removed. Be accompanied on the work by one other person. On an elevator having a rounded edge to the roof, be extremely careful and keep away from the edge as far as practical. Take the necessary precautions to avoid counter weights in the mid-position. When the elevator is in motion, be sure to have a firm hand hold.

**(C) Passengers:** Step carefully in entering and leaving an elevator. Do not attempt to enter or leave while the elevator is in motion.

Avoid crowding. Stand facing the door or gate.

Place heavy articles on the floor of the elevator before it starts.

**708. Roofs:** Work carefully on any building roof. Avoid skylights and hatch covers, which are frequently dirty, painted, or covered with snow. In the winter determine by examination of the top floor ceiling the presence and location of skylights before proceeding.

When near a light shaft or the edge of the roof, guard against falling. Under no conditions should flashings, copings or gutters be depended upon for support.

In the winter remove icicles and snow from parts of buildings from which they might drop on people.

**709. Fire Risks, Exits, and Equipment:** Follow strictly current instructions as to smoking in and around buildings.

Do not use a waste paper basket for the disposal of other articles which might cause a fire.

When a gas leak is detected, report it immediately. Keep open flames away and do not smoke. Postpone work in the vicinity until the condition has been corrected or the gas has been shut off, and until nearby rooms and passages have been thoroughly ventilated.

Become familiar with the locations of fire exits, signals, and extinguishers near the work.

Keep fire exits, and passages to and from them, free from all obstructions.

Become familiar with current fire instructions., and observe them strictly. When required to use a fire extinguisher, observe the precautions in approved instructions on its use.

(September, 1954)

**710. Furnaces, Heaters, Stoves, and Pipes:** Observe instructions governing the safe use of heating equipment. Operate and regulate the equipment only when authorized to do so.

The use of gasoline, kerosene or oil to help start a fire is prohibited. When lighting the fire, keep the face as far away from it as practical.

When examining the fire, keep the face at a safe distance from the firing door.

To prevent gas and dust from being blown into the room, open the regulating damper (not the check damper) in the smoke pipe before adding fuel to the fire, shaking the grates, or removing ashes. Do not have the firing door and ash pit door open at the same time.

When opening the firing door stand well away from **and** behind it, so that if any flame is blown out you will be in the clear.

Cover only part of a bright fire with fresh fuel.

In case the pilot light of a gas-fired water heater goes out, close the main and all burner gas valves. Leave the damper and heater doors open for 15 minutes to permit unburned gas to pass up the chimney. Then open the main valve, light the pilot burner immediately, following which the burner valves may be opened.

Permit ashes to cool sufficiently before spraying them. Place the ashes in ash pits or other approved containers. Under no conditions should sweepings, paper, or other combustible substances be placed with ashes.

Avoid washing down a water heater while it is hot, and do not permit water to come into contact with it while it is in operation.

Only when absolutely necessary to **do so** may work be done on pipes or tanks which are under pressure, particularly those for air or steam. The work should only be undertaken after obtaining proper authority. Be very careful while working near hot pipes. Avoid standing on radiators or pipes.

**711. Electrical Equipment:** Do not handle electric light or power circuits without proper authority. Exercise extreme care when working near or handling electrically operated machinery, circuits, switches, sockets, etc.

Before removing or replacing fuses, defective lamp leads, or lamps, open the switch when practical. Replace fuses with others of correct capacity.

## BUILDINGS

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In a building where polarized receptacles are provided, watch the poling of the wires when replacing or repairing extension cords.

Before working on a ventilating fan or entering its ducts, remove the fuses and place a warning sign at the fuse box so that the fuses will not be replaced during the work.

Place portable fans on a firm support where they will not be a hazard to passersby or draw light objects into the blades. Do not place a fan on a chair or box.

Clean or repair a fan only after the cord has been disconnected. Never stop the fan blades with the fingers.

Inspect fans regularly for defects. See that they are equipped with proper guards.

712. **Emergency Lighting:** When required to light emergency gas lamps, use an approved wax taper holder. For the purpose, see that a box of safety matches is at hand and at least half filled.

If the gas lamp fails to light when the chain is pulled, be sure to pull the chain a second time to shut off the gas.

713. **Refuse:** Accumulate trash in containers approved for the purpose. Do not leave combustible materials lying about.

Keep refuse containers in their proper places. Empty them frequently. Turn the handles so they will not interfere with passersby.

See that refuse containers are free from breaks and jagged edges, and that the covers fit properly.

714. **Miscellaneous:** When placing long runs of heavy building conduit use adequate temporary supports until the permanent supports have been provided.

Always use a brush to remove cuttings from conduit and bolt threads; do not use the hands.

In using hot water, be careful to avoid scalds.

Use an approved wringer for wringing out mops.

When cleaning lavatories, use a long-handled brush and rubber gloves to prevent infection.

Place barrels and other containers where they cannot cause injury. Remove projecting nails from them.

Keep building entrances clear. Sand the sidewalk when it is slippery.

(June, 1948)

## PART VIII OFFICES

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**800. General:** Part VIII includes precautions concerning work in offices. It applies to all employees who work in or have occasion to visit offices. For precautions concerning doors, windows, stairs, elevators, floors, and other building features, observe the precautions in Part VII.

**801. Desks, Tables and Cabinets:** When not in use close the drawers of desks, tables, and filing cabinets, and the doors of cabinets. Close them completely to prevent them from being a hazard.

Do not have more than one drawer of a filing cabinet open at a time, to avoid overbalancing the files.

Where desks, tables, and cabinets are arranged to provide aisles between them, keep the furniture properly aligned to prevent the corners from obstructing the passageways.

Do not reach up to place or remove things on cabinet shelves above eye level. Use a step ladder. Climbing on shelves or using a substitute for a step ladder is not permissible.

See that the edges of furniture are free from roughness and splinters. Have arrangements made to correct the condition when required.

**802. Chairs:** In using a chair, keep all its four legs on the floor. Tilting a chair, particularly on a polished floor, is dangerous. Do not lean back too far in a swivel chair.

Keep chairs out of the aisles.

## OFFICES

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**803. Electrical Equipment:** Place telephones, calculating machines, electric fans, and other electrical equipment in positions where the cords will not cross aisles, or where the equipment or cords will not otherwise interfere with people's movements around the office. Where a cord might interfere, protect it properly.

Electrical cords require periodical maintenance. When the braid is found to be frayed, the rubber broken, the plug damaged, or the cord insecurely attached to the equipment, arrange to have the condition repaired.

When sparking of the equipment is noticed or any electric shock is received, discontinue use of the equipment until the situation is remedied.

**804. Mechanical Devices:** When using a trimming machine keep a firm hold on the operating lever. Guard against dropping the knife accidentally. Keep the fingers out of danger. Where the lever is non-locking in the "up" position, leave the lever down when not in use. Where the lever is provided with a lock, see that it is properly fastened when the machine is not in use.

When a ditto machine is not in use, do not leave the carriage tilted up. Keep the machine out of the aisles.

**805. Waste Baskets and Waste:** Do not place razor blades, pins, empty bottles, or other sharp or breakable objects in waste baskets. Place nothing in a waste basket which might start a fire.

Place empty bottles and old razor blades in a receptacle provided for the purpose.

Give surplus pins to the mail girl for disposal.

Keep waste baskets out of aisles and other locations where they would interfere with people's movements.

**806. Pointed and Sharp Objects:** As far as practical avoid using pins to fasten papers together. Preferably use approved clips or a stapling machine. Where a pin is used, leave the sharp point between the sheets of paper.

Do not leave pointed or sharp objects on the edge of a desk or table, or in any other place where they would be liable to cause injury. Keep them in a safe place.

Razor blades may be used only when held in a safety holder.

When using a razor blade, knife, or scissors, be careful of the fingers.

(September, 1954)

Preferably do not carry on the person any pencils having unguarded sharp points.

**807. Moving from Place to Place:** In moving about an office, walk. Be careful in turning corners, particularly on a polished floor. Avoid striking corners of desks, tables, and other objects.

When required to use a stairway, use the hand rail. Do not hurry.

Women employees are urged to wear shoes having low or medium heels for office work. This is particularly important where the work requires the occasional use of stairways.

**808. Trichloroethylene:** This liquid is a volatile solvent and the vapor is harmful. Therefore observe the following precautions.

- (a) Keep the container well sealed except when actually removing some of the liquid.
- (b) Use the liquid only with adequate ventilation.
- (c) Avoid prolonged or repeated breathing of the vapor.
- (d) Avoid prolonged or repeated contact with the skin.
- (e) Use only in small quantity. Avoid spilling the liquid. Use it below the level of the face.

**8.09 Vault:** Before closing and locking the vault, make sure that it is unoccupied.

**810. Eye Shades and Other Inflammable Objects:** The use of inflammable eye shades should be avoided.

In offices where smoking is permitted, keep slide rules, set squares, protractors, and other objects made of inflammable material away from ash trays.



## POISON IVY

Poison Ivy, a troublesome weed is found growing in many places in our territory, and is becoming more profuse year by year. It grows in wet or dry locations, in sandy, rocky or loamy soil and thrives equally well when exposed to full sunshine or in shady locations. It is commonly found in ditches along roads and highways, among the grass and scrub and is often located on lake shores or river banks. In towns and cities it thrives in vacant land which is uncultivated, and it frequently spreads into gardens and yards. In other words, Poison Ivy may be found practically anywhere.

The leaves of the plant are always arranged three on each stem. The surface of the leaves is smooth, and, in the early stages of growth it is glossy and firm. The edges are irregularly notched, sometimes on only one side of the leaf.

In the summer small whitish flowers may be found in clusters under the leaves. These flowers develop later into round whitish berries about the size of a pea. Flowers and fruit, however, may be quite inconspicuous, and are sometimes entirely absent.

It should be kept in mind that no other plant has three leaves and white berries. These two features give complete identification.

One common error is to mistake Poison Ivy for Virginia Creeper and in order to prevent this, it should be remembered that the Virginia Creeper has five leaves to each stem and its berries are red in colour.

The first and most important precaution regarding Poison Ivy is to recognize *it* and whenever possible to *avoid* it. But it is not always possible to avoid the plant, even though it is known and recognized. The extent of its growth in some areas is such that to avoid it would be a practical impossibility if telephone work is to be done.

Poison Ivy has a distressing action upon the human skin which, unless understood and attended promptly may bring considerable discomfort. If allowed to develop it can cause serious illness.

The active agent in the plant is the oily sap in the root, stem, leaves, flowers or fruit. In midsummer the leaves have fine easily detached threadlike hairs which also carry the sap. Brushing against any part of the plant and bruising it, releases the oil directly on the skin of hands, arms or legs, or it may be deposited upon clothing, tools or in the hairs of a dog **OR** other animal and so be carried indirectly to anyone who may handle these objects later.



*Encountering a pole, tree or fence. Poison Ivy will often climb over and cover them to a considerable height.*

If in the course of work, tools are dropped on the plant, the bruising of it will leave deposits of the sap on them. This may contaminate anyone who handles them before the sap is dissipated.

It is possible to become infected by breaking the roots of the Poison Ivy plant in the winter season.

The action of the irritating sap on the skin is not immediate, and the first reddening of the skin appears in from three to six hours after the contact.

The degree of susceptibility shown by individuals varies widely. Some are extremely sensitive and develop reactions to even slight contact, while others are less sensitive and a rash develops only after a considerable exposure. It is important not to take a chance on one's resistance. Many persons who have been immune apparently for years, have developed severe reactions on further contact.



*In moist, shady locations, Poison Ivy often appears as large patches of beautiful, dark green foliage.*

Experience has proved that during the months from May to September the plant is most troublesome, with July and August the peak.

#### *Preventive Action to be Taken*

When telephone work has to be done in locations known or suspected to be infested with Poison Ivy in large or small patches, employees who are called upon to work there should keep their arms, hands and legs covered as much as possible. To do this, gloves should be worn, shirt sleeves kept rolled down, and high boots should be worn where available, or ankle boots with socks pulled up over the trousers. This gives some protection, and allows at least some of the liberated sap to evaporate from the clothing without harming the skin. Often preventive lotion is provided which, when smeared on the hands, arms, ankles and legs forms a film, thus retarding the action of the poison on the skin, and helping to wash it away.



*Small whitish flowers usually develop into whitish green berries about the size of peas.*

The efficiency of this lotion in preventing the rash varies considerably, according to the circumstances existing, but it appears to have some retarding effect.

The most important and most effective means of prevention is washing of the hands, arms and in some cases the ankles, with soap and water, before the *poison* had time to affect the skin. This means washing, not only during the lunch hour, and at the end of the working day, but at intervals in between as well.

When washing, special attention should be given to between the fingers and to the upper parts of the arm. When rinsing off the soap, clear water should be used and allowed to run from the top parts of the arm off the ends of the fingers.

It has been stated previously that the poison action is not immediate, taking from three to six hours before the first signs of rash appear. Washing thoroughly and rinsing in clear water



***Note that Poison Ivy has three leaves to each stem, while Virginia Creeper has five.***

at intervals of 1 to 2 hours will wash away the poison before it can start its work.

The Preventive Lotion tends to retard the action of the poison and assists in freeing it from the skin by washing. Thus the combination of the two makes a satisfactory preventive measure.

#### **Infection by Poison Ivy**

The first sign of infection is usually a slight itching of the affected part. This is followed by a reddening of the patch on the skin surface. The itching may increase and the red patch develop small watery blisters. In some cases the rash dries up and disappears. This may occur at any stage of its development. In other instances the small blisters become oozing sores which may spread to other parts of the body. Swelling of the limb, raised temperature, restlessness, and considerable discomfort may result.



*Three different stages of Poison Ivy infection are shown. An important point to remember is that if aid is given promptly, an extreme condition may be prevented.*

There appears to be ample evidence that spreading of the rash may be caused by contacting other parts of the body with hands which have become contaminated. Rubbing the neck or face, or any other part of the body may start further rash and there have been a number of cases where taking a bath, before washing the poison away in running water, has spread the rash to other parts of the body.

Wiping perspiration from the forehead with hands or gloves should be avoided.

### *When a Rash has Developed*

Some relief from the itching and discomfort may be obtained by applying the Standard Poison Ivy Lotion, from the First Aid Kit. When this has been spread thickly over the reddened skin and covered with gauze soaked in the

Lotion considerable relief has been obtained in many cases. Calamine Lotion, obtainable at any drug store, is also effective in relieving the itching or a three percent solution of Potassium Permanganate may be found effective. There are many other preparations which may give some relief.

These measures, however, are only of a First Aid nature and it is well to remember that when a rash does develop, no time should be lost in reporting the matter in order that arrangements may be made for a visit to the doctor.

To summarize :

- (a) Treat Poison Ivy seriously.
- (b) Be sure you can recognize it.
- (c) Always avoid it if possible.
- (d) Before working in or around the plant-
  1. Keep sleeves down, wear gloves and protect your ankles.
  2. Use the preventives lotion supplied.
  3. Most important of all, wash every one to two hours with soap and lots of running water. Don't wait till noon or quitting time to wash. Do it at intervals as stated.
- (e) Don't spread the poison by rubbing or touching other parts of the body.
- (f) Wash the hands, arms and ankles before taking a bath.
- (g) If you have a rash, apply the Poison Ivy Lotion or Calamine Lotion, or a three percent solution of Potassium Permanganate as First Aid Treatment.
- (h) Report to your foreman without delay. He will take you to a doctor.

If these things are done there need be little to fear from Poison Ivy. Remember these rules and apply them consistently.



(March, 1952)

# REFERENCES TO SAFETY PRECAUTIONS IN BELL SYSTEM PRACTICES AND SAFETY CODE

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