

ACCIDENT PREVENTION  
OPERATING, TERMINAL AND APPARATUS ROOMS

1. GENERAL

1.01 This section outlines precautions which, if rigidly followed, will tend to prevent either minor or major accidents to employees working in operating, terminal, and apparatus rooms in central offices. This issue, which replaces Issue A, specifies the use of KS-7860 petroleum spirits in place of carbon tetrachloride and also covers other miscellaneous changes and additions.

1.02 The equipment has been installed and protected, tools have been designed, building arrangements made, and other safeguards provided to prevent as far as can be foreseen, the occurrence of accidents. Employees are expected to avoid taking chances and to use the safeguards provided for the protection of themselves and fellow-employees.

1.03 All employees shall be familiar with the First Aid Practices and follow these instructions closely, particularly for minor cuts and scratches.

1.04 All employees shall be responsible for calling the attention of the supervisors to any unsafe condition or practice that might be the cause of an accident.

2. GENERAL SAFETY PRECAUTIONS

2.01 When portable objects such as tools, test sets or material are placed in locations where there might be danger of their falling, they shall be securely fastened by suitable means to prevent this danger.

2.02 Watch for and avoid striking projecting objects such as meters, fans, fire apparatus, switch and frame details, etc.

2.03 Tools should be carried in such a manner that they will not cause accidents or damage equipment.

2.04 Avoid handling electrical or mechanical devices until entirely familiar with their operation.

2.05 Exercise extreme care to avoid frost-bite when discharging a carbon dioxide gas fire extinguisher.

2.06 Keep passageways free of obstructions.

2.07 Do not climb on frames or equipment. Use a ladder.

2.08 When lighting a gas furnace apply the flame to the burner before turning on the gas and keep the face at a safe distance.

2.09 The doors and drawers to storage cabinets, work benches and desks should not be left open.

3. OPERATING AND TERMINAL ROOMS

3.01 Place proper guards around any opening in the floor that would present a hazard if unguarded.

3.02 If it is necessary to handle loose mineral wool, wear goggles, respirator, and gloves. Also protect the arms with suitable coverings.

3.03 Place removed apparatus covers in a location where they will not endanger fellow-workmen. Replace them on the apparatus as soon as the job permits.

3.04 Only KS-7860 petroleum spirits should be used for general cleaning purposes in central offices.

3.05 When replacing front panels or cord pits, make sure that the catch will hold.

3.06 Make certain that open keyshelves are properly braced.

3.07 The use of boxes, radiators, desks, chairs, or other objects as substitutes for ladders shall be avoided. Use approved ladders, footstool, or portable bench to reach necessary work levels.

3.08 Avoid standing directly behind a multiple wedge when it is being driven into the multiple.

3.09 The doors of equipment cabinets shall be kept closed except when work is being done on the equipment in the cabinet.

4. LADDERS

4.01 Mount and dismount from rolling ladders only when they are standing still.

4.02 Always face a ladder when ascending or descending it.

4.03 Before moving a ladder, ascertain that there is no person, tools, or material on or beneath it.

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4.04 If it is necessary to place ladders, platforms, or scaffolds, etc., where they will interfere with doors or where persons passing may strike or displace them, place suitable guards and warning signs.

4.05 Avoid working below a person who is handling tools, test sets, or material from a position on a ladder.

4.06 When moving a ladder, move it slowly and evenly. Avoid ramming it against the stops at the end of the track.

4.07 Use brakes or ladder blocking tool per Drawing A-3585 when using a ladder in one location for any extended period.

4.08 Avoid having more than one person on a ladder at one time.

4.09 Keep both feet on the ladder when working. Do not stand with one foot on the ladder and the other on a stationary object.

4.10 Do not use a defective ladder, ladder seat, or a ladder mounted on a defective track.

4.11 When working on a ladder do not over-reach.

4.12 The use of rolling ladders for supporting scaffolds is prohibited.

4.13 Do not step from one ladder to another.

4.14 Do not stand on the top step of a portable rolling ladder.

4.15 Do not place apparatus covers on ladder steps.

4.16 Do not stand on a ladder seat.

4.17 Ladder seats shall not be used on portable rolling ladders.

4.18 When working on a step-ladder do not stand higher than two steps from the top.

### 5. FRAMES AND RACKS

5.01 Avoid possible injury from terminal blocks, protruding parts of framework or ends of wire, etc.

5.02 Keep electric soldering coppers in standard holders when not in actual

use. Do not leave coppers or extension lights hanging or lying on frames, racks, or ladders.

5.03 When walking around frames be careful not to trip on obstructions incident to the regular framework operations such as jumper wire being pulled from reels.

### 6. ELECTRIC LIGHT CIRCUITS

6.01 Avoid contact with framework or equipment when touching the metal framework of any electrical appliance.

6.02 Always turn the current off when removing broken lamps from sockets. Use extreme care to avoid cuts from the broken glass.

6.03 Use only standard extension cords and lamp guards.

6.04 Disconnect any apparatus to be repaired.

### 7. GAS LAMPS

7.01 Always use the standard wax taper holder for lighting gas lights.

7.02 Replace short pieces of wax tapers with fresh tapers.

7.03 In locations where gas arcs are used, a box of safety matches should be kept near the taper holder. Always close the match box before striking a match.

7.04 Turn the gas off of the pilot light before replacing the mantles of gas arcs.

7.05 If a gas arc fails to light when the operating chain is pulled, give the chain a second pull to cut the gas off again and stay at that location until it is known that the gas is off.

### 8. FANS

8.01 Fans must be disconnected before being handled or worked upon.

8.02 Portable fans must be securely fastened or guarded if placed on a floor, table, chair, or box. They must also be screened both at the front and rear.

8.03 Fans mounted on switchboards or pedestals should be securely fastened and screened both at the front and rear.