TOOL INSTRUCTIONS

FOR USE OF THE

TRANSPORTATION FORCES

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1. GENERAL

1.01 This section covers the standard methods of procedure in the selection, care and use of tools and working appliances employed by drivers in the transportation, distribution and handling of materials and supplies.

1.02 In view of the evident responsibility entailed in handling telephone equipment, it is important that every employee engaged in this class of work become thoroughly familiar with the use and maintenance of tools of proper design.

2. SAFETY PRECAUTIONS

2.01 Tools shall be inspected frequently. When they are found to be defective or in a weakened condition, they shall be replaced by tools that are in good working order.

2.02 Tools and appliances which are used in binding flexible or elastic loads, or are used to hold or suspend appreciable strains or weight, shall be inspected with the utmost care before using in order to prevent any injury occurring to life or property.

3. STEEL BARS

3.01 Steel bars, commonly classified as pinch bars or crow bars, are employed frequently in shifting and moving heavy boxes, crates and other objects when it is not practicable to apply mechanical power.

3.02 The use of bars that are bent or have defective points is extremely hazardous. When prying leverage or pressure is applied, the bar may slip or twist violently from the hands out of control. The important points, therefore, to consider in the selection of this type of tool are:

(a) That the bar is straight throughout the entire length;

(b) That the pointed and prying ends are unbroken.

4. CHAINS

4.01 For general purposes, a chain of 3/8-inch stock, 20 feet in length, is used. On one end is a hook and on the other end a ring of sufficient diameter to permit the passing of a hook through its center. In some cases, hooks are provided on each end of the chain.

4.02 Before placing in service, chains shall be inspected to determine that there are no weak or broken links.

4.03 Repair links are provided for the replacement of broken links. However, they are intended to be used with discretion, in that repairs to a single length of chain shall not be so extensive as to form an appreciable section of the length.

5. CHAIN BINDERS

5.01 The chain binder is a steel tool constructed so that, when in the loose or unfastened position, it will spread, allowing the hooks on each end to be fastened to the untied ends of a chain surrounding a load to be bound, and, when tightened or closed, will provide cantilever or eccentric action which takes up the slack chain and binds the load securely.

5.02 The binder is used most commonly in connection with hauling poles, in binding a load directly to the pole trailer, and in binding poles together securely. It is also employed when chains are used in binding heavy items of material securely to truck beds, such as reels of cable, loading coils and other items of great bulk and weight subject to rolling or slipping, whose construction will permit of chain binding without injury.

5.03 As chain binding is used primarily to provide greater stress and security of binding than can be obtained with ropes, extreme care should be exercised to select tools of this type that are in good condition. The specific points to consider in selecting this tool are:

(a) That the hooks and the swivels by which the hooks are attached to the main body are in regular order;

(b) That the yokes or forked portions are not spread and that the pins which are inserted in the sides of the yokes are strong and not bent;

(c) That the handle is straight.

6. SNATCH BLOCKS

6.01 This type of tool is used commonly to provide a rolling surface for hemp and steel ropes in hoisting and lowering operations and otherwise to provide indirect angles in applying pulling power.

6.02 Snatch blocks are constructed in various sizes and degrees of strength to accommodate the work for which they are intended to be used. The design is generally standard in all sizes. However, the selection of the proper size of block in relation to the weight to be handled is important. In addition, the block before being used shall be inspected to ascertain:

(a) That the condition of the hook and its attachment to the body of the block is good;

(b) That the shoulders of the sheave are intact;

(c) That the center bolt through the sheave wheel is not worn or loose;

(d) That the cotter pin or other device for holding the pin in position is in regular order;

(e) That the locking clevis and hook which holds the block in closed position is unbroken and secure.

7. BOLTS CUTTERS

7.01 The bolt cutter is intended for use in cutting the soft iron wire employed in binding poles in layer form when loading and in tie-binding poles loaded on flat cars. It is procurable in various sizes. Size No. 3, however, has been selected as being the most adaptable for general use by the truck transportation forces.

7.02 Judgment must be exercised in limiting the use of this tool within the scope intended by the manufacturer. Excess leverage applied or attempting to cut steel or other extremely hard substances will result in springing the handles out of shape and ruining the cutting jaws.

7.03 As much weight is often suddenly released when cutting iron wire bindings, it is important that cutters of good construction and in satisfactory working order be used to insure good action and a clean cut, thereby avoiding accident possibilities.

8. CANT HOOKS AND PEAVIES

8.01 The cant hook is used for the rolling and turning operations in pole handling. At the bottom end of the wooden handle is fastened a metal cleat or toe, and about 8 inches above this is fastened a metal collar with an opening on one side to allow the attachment of a hook.

8.02 The peavy is used more generally in the prying and sorting of poles and when the use of the turning handle or cant hook is impracticable. Into the bottom end of the peavy handle is inserted a sharp metal spike, and above this (at a greater distance from the end than on the cant hook) is attached the same collar and hook arrangement as on the cant hook.

8.03 Safety inspection, when selecting these tools, shall include the following points:

(a) The wooden handle shall be solid and unbroken, smooth and free from splinters.

(b) The metal portions shall be solid and secure in their attachment to the handle

(c) The bolt with which the metal hook is attached to the collar or bracket shall be tight and not worn.

(d) The grab points of the hook and the spike shall be sharp.

9. WIRE ROPE HOOKS

9.01 The wire rope hook, a metal hook of standard design and commonly referred to as the A.T.& T. hook, is used in connection with wire rope or sand line in operations which involve the

use of pole derricks, some hoisting apparatus, and where motive power is supplied through winch equipment. No clevises, bolts, or pins are used in attaching this hook to the line. In the end of the line is spliced a loop and through this loop the shouldered end of the hook is placed. When power is applied to the line, the spliced loop is contracted about the neck and shoulder of the hook to hold it in place.

9.02 Precautions to be observed in the use of the hook are as follows:

(a) The loop that is spliced in the end of the line shall not exceed six inches in length.

(b) Before pulling or lifting power is applied, it shall be determined that the hook is properly engaged and not subject to slipping.