

**C**ARNEGIE **S**TEEL **C**OMPANY  
**CONSIDERS** **SAFETY** **CONSTANTLY**



**THE IDENTIFICATION CHECK ISSUED  
AT TIME OF EMPLOYMENT IS TO BE  
CARRIED AT WORK AND SHOWN UPON  
REQUEST.**

**GENERAL  
INSTRUCTIONS TO EMPLOYEES  
TO AVOID ACCIDENTS**

**READ AND FOLLOW THESE INSTRUCTIONS  
THEY WILL SAVE YOU FROM SERIOUS INJURY**

**MARCH, 1917**

QM7834XXVM324

# CARNEGIE STEEL COMPANY

## GENERAL INSTRUCTIONS TO EMPLOYEES TO AVOID ACCIDENTS

PREPARED BY  
CARNEGIE STEEL COMPANY  
GENERAL SAFETY COMMITTEE

MARCH, 1917

# Carnegie Steel Company

GENERAL OFFICES, CARNEGIE BUILDING,

Pittsburgh, Pa.

MARCH 1ST, 1917.

H. B. WILLIAMS,  
PRESIDENT.

Carnegie Steel Company  
PITTSBURGH, PA.

MARCH 1ST, 1917.

TO ALL EMPLOYEES OF THE CARNEGIE STEEL COMPANY:-

IT IS THE POLICY OF YOUR COMPANY TO MAKE ITS PLANTS AND WORK PLACES AS SAFE AND HEALTHFUL AS CONDITIONS WILL PERMIT. THOUSANDS OF SAFETY DEVICES HAVE BEEN INSTALLED, BETTER LIGHT FURNISHED, AND TOILET CONVENIENCES PROVIDED.

AS AN AID IN PREVENTING ACCIDENTS, SAFETY COMMITTEES HAVE BEEN APPOINTED. YOUR PLANT HAS ONE OR MORE OF SUCH COMMITTEES. IT IS THEIR DUTY TO SEE THAT ALL DANGEROUS MACHINERY IS PROPERLY GUARDED, AND THAT DANGEROUS PRACTICES ARE ABOLISHED. MAKE IT YOUR BUSINESS TO GET ACQUAINTED WITH ONE OR MORE MEMBERS OF YOUR COMMITTEE AND INFORM THEM OF ANY DANGEROUS PLACES OR BAD PRACTICES, WHICH MAY COME TO YOUR NOTICE.

THE COMPANY EXPECTS SUPERINTENDENTS AND FOREMEN TO INSTRUCT THE MEN IN THEIR DEPARTMENTS OR GANGS, AS TO THE DANGERS INCIDENT TO THEIR WORK, AND TO SEE THAT THEY

TAKE PROPER CARE FOR THEIR OWN SAFETY AND FOR THE SAFETY OF THEIR FELLOW WORKMEN. IT IS ESPECIALLY IMPORTANT THAT NEW AND INEXPERIENCED MEN SHALL BE FULLY INSTRUCTED. THE ACCIDENT RECORD OF EVERY SUPERINTENDENT AND FOREMAN WILL BE AN IMPORTANT FACTOR IN CONSIDERING PROMOTIONS.

SAFETY DEVICES, SAFETY COMMITTEES, GOOD LIGHT, CLEAN AND NEAT SURROUNDINGS AND PROPER RULES AND REGULATIONS, ALL PLAY AN IMPORTANT PART IN ACCIDENT PREVENTION, BUT THE ONE MOST IMPORTANT ELEMENT IS THE HEARTY SPIRIT OF CO-OPERATION AMONG THE MEN ON THE JOB, TO LOOK TO THEIR OWN SAFETY AND TO THE SAFETY OF THE OTHER FELLOW. "THE BEST SAFETY DEVICE KNOWN IS A CAREFUL MAN".

A CAREFUL STUDY OF THE FOLLOWING INSTRUCTIONS AND SUGGESTIONS WILL AID YOU IN DOING YOUR DAILY WORK IN A SAFE AND CAREFUL MANNER, AND THEREBY INCREASE YOUR VALUE AS AN EMPLOYEE OF THE COMPANY.

H. B. Williams  
PRESIDENT.

**IF YOU CANNOT READ ENGLISH,  
HAVE THIS READ TO YOU**

**Croatian.**

Ako ne znate čitati, engleski zamolite koga, da Van pročita.

**German.**

Wenn Sie dieses nicht lesen können, lassen Sie sich es übersetzen.

**Italian.**

Se non sapete leggere Inglese, fatevelo leggere.

**Polish**

Jeżeli nie możecie czytać po angielsku, niech wam to ktokolwiek przeczyta.

**Roumanian.**

Daca nu sti ceti englezeste, dai cuiva sa tio ceteasca si explice.

**Hungarian.**

Ha nem tud angolul olvasni, kerjen fel valakit hogy olvassa fel Önnek.

**Corinthian**

Kada po ingleseku ne čitate, zamolite drugog, da Vam pročita.

**Slavish.**

Ked ne znate čitadj po englicki, dajte si to pocitat.

**Bohemian.**

Zdaloneumite číst englicky, nechte si to někomu pretlumčit.

**CARNEGIE STEEL COMPANY.**

**General Instructions to Employees  
to Avoid Accidents.**

1. It is the duty of each employee to read carefully and thoroughly understand the instructions for the prevention of accidents contained in this pamphlet to the end that he may avoid personal injury or loss of life.

2. Every Foreman, when he places a man on any job, must instruct him fully as to all existing and concealed dangers in such a manner that he is sure the man understands them. From time to time as new hazards arise, Foremen shall instruct all men under them in regard to the danger and the best methods of avoiding accidents due to same.

3. It is the duty of the Foreman in case of accident to see that each injured employee gets an accident card at once and reports immediately to the Emergency Hospital for treatment, no matter how slight the injury.

4. Every Foreman should become familiar with the location of stretcher

cases in their particular department, their contents and use of same, and in case of accident remove injured person to Emergency Hospital as quietly and quickly as possible.

5. In case of accident or injury, no matter how slight, employee must get accident card from his own Foreman or any Foreman who is near, and report at once to Emergency Hospital for treatment. If neglected, the wound may become infected and blood poisoning result.

6. Do not permit fellow workmen to remove dust or dirt from the eye. Report to Emergency Hospital where proper treatment will be rendered.

7. Employees are requested to report either to Superintendent or Foreman in charge regarding any thing in their department which looks dangerous, or any defect in tools, machinery, or other appliances affecting the safety of men.

8. No employee may enter the works under the influence of liquor or bring same into the plant.

9. Practical jokes, such as charging water buckets, seats, hand rails, etc., with electricity, or placing air hose against the person of another employee,

wrestling, throwing of material or fooling of any kind are positively prohibited.

10. A dirty plant means accidents. Do not leave waste material or refuse lying around. Places are provided for keeping it. Do your part towards keeping the plant clean.

11. Greasy and oily floors are sure to cause trouble. Keep them clean.

12. Employees passing through railroad yards and over tracks on which cars are standing must cross at least ten feet from end of car so that in case car is suddenly moved they may have time to get off the track. **ALWAYS LOOK BOTH WAYS BEFORE CROSSING ANY TRACK.**

13. Keep of all railway tracks except at regular crossings provided for that purpose. **STOP, LOOK AND LISTEN.**

14. Employees coming out of buildings adjacent to tracks should use great care to avoid injury from approaching trains and should look in both directions before crossing tracks.

15. Employees are forbidden to go under an engine or car for any purpose, unless their work requires it, and never

unless a blue flag or light is displayed at both ends of engine or cars. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Engine or cars protected by blue signals must not be coupled to or moved, and other cars must not be placed on same track so as to intercept the view of the blue signals, without first notifying the workmen. A blue flag or light must also be placed on ends of cars when workmen are in them for any purpose.

16. When employees are loading or unloading material from cars and an engine comes to shift same, the men should get out and wait until the cars are placed again. Under no circumstances should employees stay in cars which are being switched.

17. Employees are warned not to sit under cars, or on tracks, as cars may be moved. Never crawl over or under cars.

18. Employees are cautioned to be continually on the look out for Narrow Gauge Locomotive. Engineers operating same are warned against fast or reckless running.

19. Do not ride on engines, cars, overhead or locomotive cranes, or other moving machinery, except when required by your duties.

20. Do not jump on or off engines or cars moving or standing unless your work requires it.

21. Care must be taken to keep all tracks free from obstructions which might catch foot board or any part of a locomotive, or which might trip a person walking along the track.

22. No one is allowed to go on an overhead crane runway for any purpose without permission from his Foreman, and then not until the cranimen have been notified, and the proper protection provided.

23. Employees should not take short cuts over dangerous places when any other way is available which is known to be safe, even though the other way may be longer or less direct.

24. Employees are cautioned to keep away, as far as possible, from trains and from under cranes which carry hot metal.

25. Do not ride on any burden being carried by crane or allow others

to do so.

26. Be ever watchful of loads carried by cranes or suspended in the air, and keep out from under them.

27. Men engaged in repairing or inspecting bridges, trestles, cars on tracks, overhead cranes, or any work where they may be in danger from moving appliances or bodies controlled by other persons, must first notify the operator and then see for themselves that they are protected by the proper devices, such as flags, track torpedoes, lanterns, locks, etc., or watchmen if needs require, and when necessary install them for their own protection.

28. Every workman should always see that other workmen who engage in adjusting or repairing machinery give necessary warning to any one who might start the machine. If the driving mechanism, clutch, motor, switch, etc., is not under his immediate attention, it should be either locked or have a warning sign hung on it. Lock valves and danger signs should be used when work is being done on acid, ammonia, hot water lines, steam lines, or boilers.

29. Do not turn on any electricity,

gas, steam, air, acid or water, or set in motion any machinery, or throw down any material without first seeing if any one is in a position to be injured and all safety guards are in their proper place.

30. Employees working on machinery which is operated by some other person must notify the operator before commencing work on same. No person other than the one authorized should operate any crane or other machinery, manipulate any levers, or open or close valves in any part of works.

31. Employees must not go inside of a cylinder or place themselves in any other position about an engine where they could get hurt if the engine should make a stroke, without first blocking the flywheel or in some other manner making situation safe.

32. Unless called upon to do so by the nature of their occupation, employees must keep away from the vicinity of cylinder heads, belts, gears, shears, scrap drops, saws, flying shears and any kind of moving machinery.

33. Employees working around machinery should use great care and not wear gloves or unsuitable clothing, such

as ragged sleeves, loose coats, ties or jumpers, as there is danger of same getting caught in machinery.

34. Stop all machinery before attempting to oil or clean it and do not try to oil, wipe, repair or operate a machine you do not understand.

35. Employees are forbidden to remove or disturb any covering or guard placed over gear wheels or any other unsafe place except to oil or repair machinery (after which they must immediately replace same).

36. Do not work with defective machinery, chains, cables, tools, or appliances of any kind or in an unsafe place. Carefully examine same and report dangerous conditions to your Foreman. Take care of the tools you use.

37. Keep your wrenches in good condition; hold them firmly; get a good grip. When off the floor, in a dangerous position, take hold of something so that if the wrench slips you won't fall.

38. When you are working on a job never leave tools or material lying in such position that they may fall and strike some one below.

39. Do not leave rakes, forks,

shovels, scrapers or other tools having sharp points projecting upwards.

40. Men working with shovels, picks and mauls should avoid working too close together to avoid striking each other.

41. Do not place tools or bars where they can become hot and burn the person who picks them up.

42. Men who are employed at chipping, drilling, tapping iron or at any kind of work where chisels, bars, drills and any kind of tools that are struck by strikers, both holder and striker, where practicable, must wear goggles. Goggles must be worn by men working at hot saws, ladle stands for pouring and cleaning, and any place where it is known sparks will fly endangering the eyes.

**WHEN POURING LEAD OR BABBITT,  
USE A MASK.**

43. Window cleaners and men working on high elevations from which they are liable to slip, or when working on smoke stacks or scaffolds supported by tackle should, when practicable, wear safety belts with safety lines attached.

44. Employees working on elevated places must be particularly careful not



to let anything drop which might injure employees below.

45. Watch ladders—they may be dangerous. See that the rungs and sides are strong and in good condition. Never place ladders at an unsafe angle or on a slippery floor, or on boxes or loose boards, or so as to rest on one leg only, unless some one steadies the lower end. Never place a ladder back of a revolving shaft in order to get at a bearing or pulley.

46. Do not go up or down a ladder without the free use of both hands. If material has to be handled, use a rope.

47. Employees must not go on top of Blast Furnaces or Dust Catchers without first notifying Foreman.

48. **GAS MAY KILL YOU.** Dangerous gas may be found anywhere. Sometimes you can not see it or smell it. It may make you unconscious before you know gas is present. Sometimes gas makes you feel dizzy, or gives you a headache, or a stiff neck or weak legs. When you feel any of these symptoms—**GET INTO FRESH AIR.**

49. **Molten metal WILL EXPLODE** when it touches the ground or a cold or damp surface. See that all bars, runners,

moulds, etc., are warm and dry before using them.

50. Congress shoes and leggings should be worn by all men working where molten metal may splash and burn their feet and legs.

51. If you make an opening or remove the cover from any opening in floor, ground, valve pit or sewer, guard that opening so no one can fall into it.

52. When excavating is to be done and is to be left uncovered at night, the Foreman in charge must see to the placing of proper danger lights and signals.

53. **BOARDS WITH NAILS STICKING UP MUST NOT BE LEFT LYING AROUND.** When you see such boards, turn them over, pull the nails or put the boards where they can do no harm.

54. Unless your duties require it, do not touch any wires; they may be charged with electricity, and dangerous.

55. During cold weather, be careful to avoid ice and snow falling from roofs of buildings and structures.

56. **THE CARELESS HANDLING OF MATERIALS** produces more accidents than any other single cause. Remember this when you are moving or

handling materials.

57. Do not pile any material so high that it is liable to fall.

58. Employees, when digging into any material, should be very careful that material does not slip and bury them, and when getting material from piles, that the material does not fall upon them.

59. BE COURTEOUS. Not only heads of departments and Foremen, but all employees should be courteous to one another at all times. Co-operation between departments and between employees is very important. Courteous manners invite confidence and lead to discussion of matters pertaining to Safety and Welfare.

## HEALTH HINTS.

There are five things which have a great deal to do with health. They are:

### 1. FRESH AIR.

We are built to breathe air. The air supplies the blood with oxygen without which the body dies. Pure air is hard to obtain in mills. Even at best it is loaded with dust. At home a workman can get fresh air by keeping his windows open. If a man sleeps with pure air blowing over his face, he gets fresh oxygen without dust or gas for eight hours or one-third of the day at least.

### 2. SUFFICIENT REST.

Eight hours' sleep, except on exceptional occasions, will do more to keep you well than all the drugs known. Try it, combined with fresh air, but keep well covered up. Keep your face cold but your feet warm.

### 3. GOOD FOOD:

Not pies, cakes and doughnuts, but

- (a) Meat, fish and potatoes.
- (b) Plenty of bread and butter.
- (c) Plenty of rice, spaghetti and the cereal breakfast foods.
- (d) Green vegetables and fruit.

A little sugar is good—more than a little is bad.

### 4. CLEANLINESS.

Wash your body once a day. A cold bath or sponge in the morning followed by a quick, brisk rub with a coarse towel will make you feel better all day. It will keep you clean too, although a hot soak in the tub with plenty of soap should be added at least once a week.

Keep your toilet, washstand and tub scrubbed clean.

### 5. CARE OF TEETH.

Do not fail:

(a) To brush your teeth for two minutes every night and every morning, using a simple tooth powder or paste, or even table salt. Use a soft brush with a twisting motion (up and down as well as from side to side). **ALLOW NO ONE ELSE TO USE YOUR TOOTH BRUSH.**

(b) To rinse your mouth with plenty of clean water—two glasses—after brushing.

(c) To go regularly to the dentist twice a year to have your teeth cleaned and examined. A \$2 bill for filling now and then will save many a \$10 bill later on for false teeth and gold crown, to say nothing of pain and disease.

(d) To see that your CHILDREN grow up with CLEAN MOUTHS AND SOUND TEETH.

A simple tooth powder—

Powdered Orris Root—1 part  
Precipitated Chalk—3 parts.

If you will follow these simple rules, you will feel better and work better and have less sickness than if you do not.

## A HOME FIGHT.

It pays:

1. To keep flies out of your house by screening all openings. This will also keep out mosquitoes, which may cause malarial fever.

2. To kill every fly you see. Get rid of the flies by killing them early in the season, before they have time to breed.

3. To cover your food and not leave it lying around.

4. To clean up all heaps of garbage that attract flies around your house, and to see that garbage receptacles are covered.

The fly walks in filth, flies into your house, walks over food or sips of the milk. You or members of your family eat that food or drink that milk. Next comes the doctor's call.

It's a short program but it may cost you a fair-sized doctor's bill, unless you guard against it.

Be careful where you spit. It may spread disease.

## GENERAL INFORMATION.

Employees should keep a record of the days and dates worked in each pay period in order to avoid disputes as to correctness of their pay; in this connection they should remember that overtime passes must be obtained from Foreman and deposited with the Gateman before the time can be credited; also when leaving plant before the end of the turn, a pass from the Foreman must be obtained and deposited at gate.

Two pay days occur each month, per schedules posted throughout the Works. Settlements between pay days are only made during the afternoon, on Mondays to Fridays, and in the morning on Saturdays. **NO SETTLEMENTS MADE ON PAY DAYS.**

**“And the end is that the workman shall live to enjoy the fruits of his labor; that his mother shall have the comfort of his arm in her age; that his wife shall not be untimely a widow; that his children shall have a father, and that cripples and helpless wrecks who were once strong men shall not longer be a by-product of industry.”**