

GENERAL INFORMATION AND SAFETY GUIDELINES
FOR MEMBERS



Midwest Railway Preservation Society

Historic B&O Roundhouse
2800 West 3rd Street
Cleveland, OH 44113

November 2008

GENERAL ROUNDHOUSE INFORMATION

Days/Hours of Operation: Our main work session is on Saturdays from 9:30am until about 4:30pm. There is also a work session on most Wednesdays starting around 5:30pm, sometimes earlier. Please join us for whatever amount of time you have available during these hours.

Parking: Parking is available in front of the Roundhouse or to the side and is at your own risk. MRPS is not responsible for vehicles parked on the grounds. Please ensure that you are clear of the yard tracks and large equipment at all times. Member vehicles may occasionally need to be moved out of the way of heavy equipment, paint operations, or other activities.

Picture Taking: Members and visitors may photograph only MRPS equipment and the Roundhouse building. Picture taking of the CSX rail yard is NOT permitted.

Appropriate Clothing: All members are expected to dress with safety and comfort in mind. Sturdy jeans, shirts, coats, hats, and appropriate footwear (see “Safety”) are required while performing work. Items should fit snugly to prevent catching or hooking on equipment or in power tools. Items that are tied around the neck are NOT permitted at any time. Please **EXPECT TO GET DIRTY.**

Tasks and Job Assignments: Every attempt will be made to have you work on projects that interest you and that help you learn and grow in your knowledge of railroading. However, PLEASE understand that there are some “everyday” tasks that must be done to keep our facility and organization operating. Your willingness to just “pitch in” will be greatly appreciated!

Crew Room: A variety of amenities are available to members, including:

- Coffee, and donuts most of the time
- Microwave
- Refrigerator/Freezer for bag lunches
- Soft drink vending machines (proceeds benefit MRPS)
- Individual lockers (availability permitting)
- **Restrooms:** One unisex restroom - just knock before entering.

Keys, Lock Codes, and Building Access: Keys, lock codes, and alarm codes are issued by the Board of Directors. Access to the Roundhouse building and grounds is permitted ONLY when there is a member with a building key present.

Visitors: Any visitor MUST be escorted by an MRPS member while on the property. Visitors must observe all safety and environmental policies and procedures while on the property. All children must be under the direct supervision of an adult. *Visitors who create dangerous conditions or situations for themselves, for other visitors, or for MRPS members will be asked to leave the property.*

Roundhouse Facility and Society Property: Our goal is to restore the Roundhouse using ORIGINAL materials. Please respect what is left of the building by avoiding careless behavior with paints, equipment, and tooling during all volunteer activities. This includes NOT damaging or removing bricks, timbers and other structural components.

Also: Members may NOT take home any MRPS tools, equipment, signage, parts, or fixtures from locomotives/cars without permission from an officer or board member.

SAFETY GUIDELINES

Personal Safety and Protective Gear

Being around railroad equipment is fun, but it can be dangerous: SAFETY FIRST is imperative, both for your protection and for the other volunteers. Therefore, please observe the following guidelines while on MRPS property and equipment:

Safety Glasses: All members are asked to wear safety glasses while in the Roundhouse, in the yard, and when working with tools and equipment. Side shields are recommended. You may bring your own glasses if you have them; if not, safety goggles are available, which should be cleaned and returned to storage after use.

Footwear: Work boots with steel toes or non-metallic composite toes are strongly recommended, although any heavy work shoe is acceptable. Waterproof and oil-resistant boots are also very desirable. Open-toed footwear is not permitted at any time on the grounds.

Jewelry, Rings and Watches: It is highly recommended that you do NOT wear any rings, bracelets, or other jewelry while working at the Roundhouse. Watches may be worn, but should be of a heavy duty nature. Please note: watch operation could be adversely affected when working with or around the magnetic crane.

Gloves: The use of heavy-duty work gloves - preferably with leather palms - is recommended whenever you are working on equipment or with tools. Other specialty gloves (i.e., welding, chemical, etc.) are available and should be returned to storage after use.

Hearing Protection: Hearing protection should be worn whenever working with equipment or tools that generate high decibel levels. Disposable ear plugs for general use are available. High-density foam headsets are also available for special work, which should be cleaned and returned to storage after use.

Breathing Protection: Proper breathing protection should be worn whenever working with materials or in areas where dust or other airborne materials are present. In some instances (particularly spray painting) formal respiratory protection is available and must be worn. Disposable dust masks for routine tasks are available.

Special Situations: Specialized equipment such as leather aprons, dark goggles, face masks, and face shields are to be worn whenever you are cutting or welding. Hard hats must be worn when there is an overhead hazard. All items are available and must be returned after use.

Tool and Equipment Use: Most hand and power tools may be operated by any member who already knows how to use them or is willing to be trained in their use. Please return all tools to their proper storage area. Certain tools (such as lathes, grinders, etc.) and power equipment (such as the forklift, Drott crane, Pettibone crane, Trackmobile, etc.) are to be operated by authorized personnel only.

First Aid: First Aid kits are available on site.

Improper, unauthorized, or dangerous use of tools and equipment will not be tolerated and may result in the loss of Society membership privileges.

ENVIRONMENTAL CONTAINMENT AND SAFETY POLICIES

Many of the chemicals, equipment, and materials used in a railroad facility are hazardous to the environment and personnel if used carelessly or incorrectly. Members are expected to comply with the following environmental policies at all times. Failure to do so could result in loss of membership privileges as well as civil or criminal liability.

“Dumping” of Chemicals, Paints, Oils, and Other Hazardous Substances: Absolutely NO chemicals, paints, oils, or other hazardous substances may be disposed of by dumping on the ground, into trash cans or dumpsters, into water sources or drainage areas, or into general sewer facilities.

Such substances must be properly prepared for disposal in appropriate containers and stored until they are removed by authorized personnel.

Note: Water-based paints ONLY may be allowed to dry in their container. Once the paint is dry, the container may be placed in the regular trash dumpster.

Containerization of Flammable/Hazardous Chemicals: All hazardous chemicals, including fuels, must be kept in the proper containers with the proper labels. For example: kerosene may NOT be placed or stored in a container marked for gasoline. Fuel storage containers are color-coded as follows: RED = gasoline; BLUE = kerosene; YELLOW = diesel)

If a hazardous chemical must be transferred to a different container, the new container must be appropriate for the substance and must be PERMANENTLY MARKED as to its new contents.

Storage of Flammable/Hazardous Chemicals: All fuel containers (gasoline, diesel, or kerosene cans) and all solvent-based paints, strippers, cleaners, and other hazardous chemicals must be stored in one of the metal fire cabinets designed for this use. Water-based paints are to be stored in the Paint Room.

Containment/Cleanup of Equipment Leaks: Oils and fluids within an operating unit (particularly locomotives) may NOT be allowed to spill on the ground and remain there. In the event of a leak, line rupture or overflow, the affected soil must be removed and containerized for proper disposal. Absorbent track pads are to be kept under any unit where fluid leaks are possible.

Containment of Aerosols: Prior to any spray painting or aerosol cleaning operations (high-pressure water or sandblasting), precautions must be taken to control the distribution of overspray and/or airborne particles through appropriate containment. This could include the use of spray booths; tape masking; canvas, paper, cardboard, or plastic shielding, and other preventive measures. Disposal of containment materials must follow guidelines presented previously for water- and solvent-based paints.

Recycling: Recycling is mandatory for papers, steel, aluminum, plastics (categories #1-7), and oil. Use the appropriate containers provided on site.

**THE BOTTOM LINE: HAVE FUN - BUT IF IN DOUBT AS TO THE SAFETY OR ENVIRONMENTAL IMPACT OF AN ACTION OR TASK -
*JUST DON'T DO IT!***