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LANCASHIRE & YORKSHIRE RAILWAY

Operational Documents & Pamphlets.

March 1912

The Handling of Goods.

Staff Booklet.

(15 Pages).

LANCASHIRE AND YORKSHIRE
RAILWAY.

THE
HANDLING
OF
GOODS.

H. MARRIOTT,
Chief Goods Manager.

Manchester,
March, 1912.

HENRY BLACKLOCK & CO. LTD., MANCHESTER.

The following instructions are for the guidance of Inspectors, Foremen, Checkers, Loaders, Sheeters, Porters, and other Men Handling Goods.

NAME R. Wilson.
GRADE to Heavy Inspector.
STATION DARWEN.
DATE May 1st 1912.

GENERAL INSTRUCTIONS.

ACCEPT- ANCE AND WEIGHING OF TRAFFIC

1. Care must be taken that goods tendered to the Company are in good order and agree with the consignment note. Any damage or discrepancy must be properly noted and the receipt qualified accordingly. It is also necessary that the right kind of consignment notes should be used, for example, a buff-coloured owner's risk note for GOODS NOT PROPERLY PROTECTED BY PACKING (Form GTB. 51); or a white owner's risk note for GOODS TO BE CARRIED AT A REDUCED RATE (Form GTB. 114).

2. Weigh carefully, and in the case of full lorry loads, make sure that no articles other than the consignment itself, such as gantries, barrows, nose-bags, etc., are included. When practicable, weigh the empty lorry to obtain the correct tare.

WAGONS

3. When necessary, wagons must be cleaned by scraping and sweeping, and a sufficient quantity of straw or other bedding used to prevent goods being damaged by friction, dirt, or moisture.

4. Wagons which have recently carried creosote, naphtha, paraffin oil, tar, acids, fish, or similar traffic, must not be loaded with grain, flour, fruit, sugar, tea, potatoes, or any other goods liable to be tainted thereby.

5. Traffic giving off an offensive smell, such as creosote, naphtha, paraffin oil, acids, etc., must be loaded in OPEN wagons.

LOADING

6. The proper loading and securing of traffic on the wagons is a matter of the greatest importance, as in the event of GOODS FALLING ON TO THE LINE a SERIOUS ACCIDENT may ensue. SAFETY is the FIRST consideration, and when in doubt DO NOT HESITATE to use AN EXTRA SHEET AND ROPE.

7. The height and width of the load must not exceed the gauge of the Company's line over which the wagon has to travel.

8. The load must not exceed the weight the wagon is registered to carry.

9. The weight of the load should be EQUALLY DISTRIBUTED so as to prevent the axles running hot.

10. Loads must as far as possible be RAISED IN THE CENTRE so as to form a ridge and allow the rain to run off the sheet.

11. The loading of valuable goods, machinery of exceptional weight or dimensions, heavy castings, engines, boilers, or other bulky goods of a risky character **must always be performed under the supervision of the Agent, Inspector, or Foreman.**

12. If a load has been commenced with the idea of other goods being added, and it has to leave without them, see that the goods first put into the wagon are made secure for transit.

13. (a) Casks of beer, stout, and treacle not exceeding 6 cwt. may be loaded on end.

(b) Casks of oil and other liquids not exceeding 4½ cwt. may also be loaded on end.

(c) All casks of WINES and SPIRITS, and casks containing other liquids weighing MORE than as shown in paragraphs (a) and (b), must be loaded LENGTHWAYS on RING WADS with the BUNGS UPWARDS and securely roped.

Bricks and stones must NOT be used as wedges under any circumstances.

The casks referred to in paragraphs (a) and (b) MAY be lifted by can-hooks: ALL other casks MUST BE LIFTED BY ROPE SLINGS.

14. JARS OF SPIRITS must be carried by hand, and loaded down the SIDES of the wagons. Small drums of paint and oil, etc., should be loaded in a similar position.

15. Load CRATES OF GLASS on their feet, lengthways, and secure with other goods.

16. MARBLE SLABS should be placed in the wagons on their EDGES lengthways.

17. The instructions on address cards and labels, such as "THIS SIDE UP," "HANDLE CAREFULLY," etc., must be strictly observed.

18. Light castings should be packed with plenty of straw or other suitable bedding, so that they will not move during transit.

19. Put plenty of straw between bales, trusses, etc., and any hard surfaces such as boxes or cases, or the sides of the wagon, so as to prevent chafing during transit.

20. Load sugar, flour, meal, hops, and other goods likely to suffer from damage by WET in vans as far as possible, and use plenty of straw for protection. If vans are not available, the wagons must be DOUBLE SHEETED. Care must be taken that van tops are in good condition.

21. Load hides, ice, or other traffic likely to drain, either in a sheet, or separated by a sheet in order to prevent damage to other goods in the same wagon.

22. Do not put articles of a POISONOUS or OFFENSIVE nature near goods likely to become tainted, such as flour, sugar, or other food-stuffs.

23. Do not load against bolt-heads or other projections inside the wagons articles which are likely to get dented or chafed.

**DAMAGE BY
WET**

24. When loading or unloading in the open yard, take every precaution to protect the goods from rain or snow.

**SHEETING
AND UN-
SHEETING**

25. When sheeting and unsheeting, take care not to tread on damageable articles.

26. Use good sheets, and see that they cover the whole of the load, and are securely tied down. If ONE sheet is NOT enough, use TWO, and see that the overlap is towards the rear of the train.

27. All traffic requiring protection loaded in 21 ft. wagons must be DOUBLE SHEETED.

28. Stations loading cloth and other similar traffic must cover the load with a linen sheet before putting on the ordinary wagon sheets, and the centre of the load must be RIDGED in every case.

29. When unsheeting, do not let water or snow run off the sheet on to the goods, and do not damage the goods by pulling the sheet off roughly.

30. Do not load hand-trucks to such an extent that articles are likely to fall off.

31. Place articles on hand-trucks with care, and when trucking be careful to avoid contact with other goods on the stage.

32. ONE man must NOT attempt to truck pianos, crates of glass, or other bulky and heavy packages. He must call for proper assistance.

**LIFTING
AND
CRANING**

33. When using a crane, always lift steadily, and swing cautiously, taking care to have proper tackle..

34. Neither crane-hooks nor hand-hooks must be used for moving or lifting bales, packs, trusses, or other goods liable to be damaged thereby.

**STOWING
ON STAGES,
OR IN WARE-
HOUSES**

35. When removing goods, make sure that other articles in the same pile are left secure.

**DAMAGED
GOODS**

36. If any goods are found to be damaged on unloading, the invoice or checker's hand-book must be endorsed showing the apparent cause. In serious cases, the office staff must be specially notified.

The services of a cooper should be engaged to repair leaking casks.

**GOODS
LIABLE TO
PILFERAGE**

37. Valuable goods, and small packages liable to pilferage, such as tobacco, cigars, cases of wines and spirits should be loaded in the CENTRE of the wagon and surrounded by other goods.

**PAPER IN
BUNDLES**

38. Large bundles of paper must be lifted by two men, one at each end, to prevent "buckling."

TRUCKING

**TRANSHIP
INVOICES**

39. Tranship invoices must be legibly stamped, and the date, wagon number, and checker's initials CLEARLY shown. See that the Stamp does not blot out anything written on the documents.

**GOODS
UNDER
MARK**

40. Goods under mark when sent for transfer must bear a tranship label showing the names of sending and destination stations.

EGGS

41. ALL cases of eggs must be lifted by two men, and kept flat and right side up whilst being carried or loaded. They must NOT be placed on their sides or ends, and are not to be allowed to drop even the shortest distance or WALKED UPON. The same precautions must be adopted in transferring from the wagons to warehouse stages, or to the hurries for delivery. Heavy packages must not be placed on cases of eggs.

**BOXES OF
JAM AND
CONFEC-
TIONERY**

42. Boxes of jam and confectionery MUST be kept RIGHT SIDE UP and placed in position CAREFULLY, otherwise breakages take place, particularly in the jars in the bottom layer.

The staff at tranship stations are earnestly requested to adhere to the instructions.

FURNITURE

43. Furniture must, whenever possible, be loaded in covered vans so as to minimise the risk of breakage or damage.

44. Articles of furniture must be carried whenever possible rather than trucked, but under no circumstances must they be "trundled" or "walked."

45. When carried, they must not be lifted by the legs or other projecting parts, and if trucking is necessary the legs or other projecting parts must be placed uppermost.

46. Straw must be placed between packages of furniture, and also between packages and the side or end of the truck, so as to prevent damage.

47. Crates of furniture or marble must not be loaded crossways, but always lengthways and upright.

48. Wardrobes with mirrors may either be loaded standing up, or on their side, as most convenient.

49. All furniture fitted with glass must be loaded with the glass facing the sides of the wagon, and not the ends.

50. When furniture is loaded with other goods, it should, except in the case of heavy pieces, be placed on the top of the load.

51. When an open wagon contains small consignments of furniture, great care must be taken to avoid damage, either by treading on the furniture, or by the weight of the sheet, or the strain of the rope.

CHEESE

52. Unpacked cheese must not be rolled along the floors of sheds, wagons, or lorries, and if in soft condition must not be loaded in more than one tier. Load in vans as far as possible, and use plenty of straw for protection.

**CRATES OF
EARTHEN-
WARE AND
CHINA**

53. Crates must always be lifted by crane power when that is available and conditions permit.

54. Crate slings with iron beams should be used where such are provided, failing this appliance can-hooks may be used, but a wooden stretcher must be adjusted between the chains to prevent squeezing the crate.

55. In craning, the hooks should, whenever practicable, be fixed in the **SECOND RIB** of the crate.

56. Crates should never be **LOADED** on end.

57. In the case of full wagon loads, crates (except "full faced") may be loaded on their sides, bottom to bottom, on the floor of the wagon, the face of the crate being towards the side of the wagon.

58. Crates must always be loaded within the body of the wagon, and not be allowed to rest on the wagon side.

59. Crates other than "full faced" may be stored on end if that will facilitate subsequent handling or loading, but care should be taken in raising the crate to the upright position that it be so steadied that the weight during the handling bears directly on the backbones.

60. "Full faced" crates must only be loaded or stored on their bottoms.

61. Heavy articles must not be loaded on the open top of a crate.

62. Crates must not in any circumstances be "dragged."

63. Crowbars and similar implements should not be used as levers in the handling of crates.

64. The same staff should, as far as possible, be continuously employed to deal with this fragile traffic, only the more experienced men being selected. Even with temporary hands care should always be taken to select only those who have had good experience in the handling of breakable merchandise.

**GLASS
AND ORNA-
MENTS**

65. Crates and cases must as far as possible be carried, and always set down very carefully. When lifting, either by crane or by hand, keep them in an upright position. Always select the strongest part of the crate or case to fix the lifting appliances to, and never put pressure against the sides.

EMPTYES

66. See that "Empties" which have contained oil, paint, etc., are not leaking, and if at all dirty, do not put them near goods likely to be damaged by them.

67. All packages containing soda water syphons, empty jam jars, bottles, etc., should be treated with as much care as if they contained eggs.

68. Wagons containing empties liable to catch fire must always be sheeted.