
Report for the Quarter of October to December 2013

Metro takes close calls seriously and has already approved safety actions to address concerns raised by employees who made confidential reports since July.

Employee Concern: Increase train operators' awareness of procedures for entering the shop

Shop door signage

Provides additional safety measures for train operators while entering the shop. Action: Add signage adjacent to the shop doors stating:

- 1. STOP At Shop Door Apron**
- 2. Establish Radio Communication With CMNT Employee**
- 3. Wait for Proceed Signal from Vehicle Flag Person Before Entering Shop**
- 4. Sound Yard Horn**
- 5. Wait 5 Seconds Before Proceeding**

Responsible party is PLNT, C. Williams. Completion Date: 3/15/14

Employee Concern: Improve safety of roadway workers during switch movements

Memorandum to Power Staff

Generate a bulletin/memorandum to refresh all supervisors and employees on SOP28 making the following points:

- There should be at least two power switching personnel to perform switch movements.
- Personnel must have a copy of the switching order in their possession.
- There must be adequate staffing in each work area so that the RWIC only perform their primary job duty.

Responsible parties SMNT, D. Harris & D. Newman Completion Date: 12/18/13

Close Call Reporting. It works.

Report for the Quarter of July to September 2013

Metro takes close calls seriously and has already approved safety actions to address concerns raised by employees who made confidential reports since July.

Employee Concern: Improve safety in and around shop areas

Audible safety announcements

To promote a safe working environment where important announcements can be easily heard, Metro needs to make sure all PA systems in our shops are in proper working order. Actions:

- Test all shop PA system components
- Repair or replace defective components within a tracked corrective maintenance plan
- Enhance the PA system by adding external speakers to alert employees outside shops

Responsible party is SMNT, Al Nabb. Completion Date: 10/29/13

Vehicle movement warning system

Currently an audio/visual warning system alerts employees to vehicles exiting the shops. It needs to be enhanced to include vehicles *entering* the shops. Actions:

- Place and activate portable visible warning devices at designated shop doors during vehicle movements
- Pilot the devices at Branch Avenue

Responsible party is CMNT, Damon Cannon. Completion Date: 4/15/14

Clarify duties, procedures at beginning of every shift

Daily safety briefings should be used to make sure employees are aware of daily job procedures and responsibilities, with a special focus on flagging. Actions:

- Conduct daily safety briefings at the beginning of every shift and include procedures of entering/exiting shops, known risks of the shop environment
- Designate qualified shop flagmen during daily distribution of job duties



Close Call Reporting. It works.

- Provide training course on SOP 12 to all shop personnel; have experienced personnel demonstrate proper flagging procedures
- Supervision will monitor all flagging equipment to ensure it is operational and personnel to ensure adherence to SOP 12 during flagging procedures
- Initiate system-wide audit to assure compliance of flagging procedures in shop areas

Responsible parties are TIES, Rodrigo Bitar, CMNT, Damon Cannon and QAAW, Mike DiNatale. Completion Date: 11/29/13

Employee Concern: Improve communications with roadway workers during switch movements

When switch movements are made during Exclusive Track Occupancy, it is currently optional for ROCC controllers to communicate this with the Roadway Worker in Charge (SOP 28.5.4.4). This rule needs to be improved to clarify which communications are optional and which are required. The communication needs to include confirmation from the RWIC that roadway workers are clear of all switches. Actions:

- Revise SOP 28.5.4.4
- Provide training to ROCC controllers and all level 4 qualified employees on rule change

Responsible party is TRST, Clay Bunting. Completion Date: 11/1/13

Employee Concern: Ensure operators understand procedures for passing red signals

Passing red signals is occasionally required by train and interlocking operators, and this safety movement must be executed with 100% accuracy. Actions:

- Clarify the procedures and retrain all operators on the repeat back script
- Provide new employees with classroom training on the script and make them demonstrate understanding through testing and mock communications
- Place laminated cards with the repeat back script in the train cab

Responsible party is RTRA, Charles Dziduch. Completion Date: 7/2014

