



CLOSE CALL REPORTING... IT WORKS

Report for the Quarter of January to March 2014

Metro takes close calls seriously and has approved safety actions to address concerns by employees who make confidential reports.

Employee Concern: Unsafe or Harmful Roadway Conditions



Employees are concerned about unsafe or harmful conditions they are exposed to when accessing the roadway without proper authority and the required PPE.

To ensure employees are safe, there are rules and procedures currently in place for their protection.

Actions: RTRA will conduct a system-wide audit and issue a bulletin regarding the correct procedures for entering the roadway according to the RWP manual and the MSRPH addressing the following:

- All personnel must obtain proper authorization and have the minimum required PPE, including a radio, when entering the roadway at any time. Emergency gates are used for emergency purposes only, not convenience.
- Clarification of the requirements in the RWP manual on procedure for entry to the roadway for connection to other locations.

- The bulletin will be recorded and acknowledged with a signature of acceptance between the Block House and Rail Operators, supervisors and superintendents.

Responsible party is RTRA, Charles Dziduch

Completion Date: 10/31/2014

Employee Concern: Safety of Company Vehicles

Employees are concerned that some company vehicles are missing updated log books and could potentially be defective, posing a safety risk to employees driving those vehicles.

As a preventative measure to strengthen the current process, WMATA will implement the following:

- Vehicles must be equipped with a vehicle log book with a vehicle inspection sheet, which should be completed by each employee prior to operating the vehicle.
- The log book should include beginning and ending mileage, operator's name, and a comment field along with a current Maximo vehicle record to be maintained in the log book for 1 year.
- When a defect is found, the employee has a right to inform his supervisor and request another vehicle.
- Defective vehicles should be labeled with an out-of-service tag until the maintenance/repairs are completed.



Responsible party is SVMT, Kevin Newman

Completion Date: 6/1/2014