



CLOSE CALL REPORTING... IT WORKS

Contact the Editor

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Report during the months of September to October 2014

Metro and ATU Local 689 take close calls seriously. Metro has approved safety actions to address concerns by L689 employees in RTRA, TIES, and ITNCS who make confidential reports directly to the Bureau of Transportation Statistics.

Employee Concern: The Lack of documentation and knowledge of procedures of on-site incidents

The incident evaluation procedure should be fair and unbiased by those involved. Using incorrect documentation and/or procedures before investigating the incident has the potential to discourage individuals from reporting injuries and unsafe incidents in the future.

Actions: To ensure that incidents/accidents are handled fairly and unbiased; SAFE will implement the following:

- Develop step-by-step On-the-Job Injury Procedures and training to all departments by December 2014
- Distribute a bulletin across departments by December 2014 which states:
 - The only valid form for incident/accident reporting is the “Initial Incident Form”
 - Step-by-step procedures for on the job incidents
 - SMS is the system of record for all incidents

- Develop a multi-departmental team to streamline incident/accident reporting to one document.

Responsible party is SAFE, Louis Brown

Completion Date: 3/31/15

Employee Concern: Improve Safety in and around shops

SOP 12 was created by CMNT to keep personnel working in and around the shop safe at all times. Flagging procedures outlined in SOP 12, when followed, will prevent employee injuries and fatalities.

Actions: TIES will perform random, unannounced audits on various shifts by cross-departmental supervisory personnel, Quality Assurance and Safety departments at all shop locations regarding SOP 12 compliance.

Responsible party is TIES, Rodrigo Bitar

Completion Date: 3/31/2015

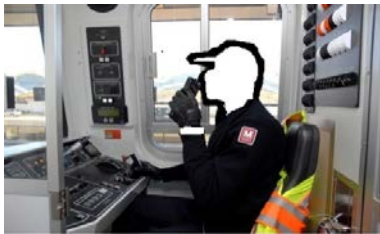




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Report during the months of May to August 2014

Metro and ATU Local 689 take close calls seriously. Metro has approved safety actions to address concerns by L689 employees in RTRA, TIES, and ITNCS who make confidential reports directly to the Bureau of Transportation Statistics.



Employee Concern: Misinterpretation of Rules

Rule changes have caused confusion and misinterpretation of operating procedures. Of particular concern to employees is the change to the rule stating that a train operator must gain permission from ROCC prior to departing an unmanned terminal.

Actions: To ensure that employees are aware of the rule change, RTRA will issue a safety bulletin system-wide to all supervisors and operators stating the following:

- The previous rule “Gain permission from central prior to departing an unmanned terminal” has been removed from the MSRPH and that practice does not need to be followed.
- No change has been made to Rule 3.14 stating "Train Operators shall arrive at and/or depart from yards, terminals, and stations at the scheduled times unless otherwise instructed by ROCC or a Rail Operations Supervisor.”

Responsible party is RTRA, Charles Dziduch

Completion Date: 9/30/14

Employee Concern: Difficulty opening the bulkhead doors on railcars

Employees are having difficulty opening the bulkhead doors on the 2000 and 3000 series railcars, which can potentially cause injury to employees or hinder egress.

Actions: An Engineering Request was submitted to CENV Engineering who will propose and test through an Engineering Test Plan (ETP) a solution which includes:

- Surveying the 2K/3K fleet door seal conditions
- Implementing investigations to improve seal reliability and door operation
- Developing and testing door seals using materials suitable to the severities of public transportation

Responsible party is CMNT, James Poe

Completion Date: 4/30/15





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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