



METROLINK.

SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY

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## SAFETY BULLETIN

**ALERT: SB-3-2019****ISSUED: September 17, 2019****Effective immediately****Purpose**

All SCRRA and Contractor Roadway Worker Procedures will be modified to meet the requirements of this Bulletin. Roadway Worker Protection manuals are currently being updated to include these procedures, however in an effort to ensure the safest form of Roadway Worker Protection (RWP), this Bulletin shall serve as an interim amendment until the updated RWP procedures have been finalized.

**Responsibility**

This Bulletin is applicable to all projects and employees working on the SCRRA right of way.

**Procedure****1.0 Training and Qualification (§214.343)**

All training after September 30, 2019 must comply with this section.

Training must be conducted annually for all workers and is integral to any safety program. The contracted agencies responsible for SCRRA RWP training shall provide at a minimum, four hours of in class training to all individuals who will need to access the SCRRA right of way.

Hazards exist along railroad tracks, not all of which are obvious through the application of common sense without experience and/or training. Employees that have not been trained, become a significant risk to both themselves and others. Employees on SCRRA property **will not** go near the track until training has been completed.

Training will vary depending on the designation of the employee, as follows:

- Employees/Contractors
- Contractors seeking a SCRRA right-of-entry permit
- Roadway Worker;
- Lone Worker;
- Roadway Worker In Charge (RWIC);
- Watchman/Lookout
- Machine Operator

Employees will know the designations of others in their group, so that proper On-Track Safety protection can be provided.

Written qualifications records must be available for inspection and copying by the FRA, project manager or SCRRA authority when requested.

The term "demonstrated proficiency" is used in this Bulletin relative to employee qualification to mean that the employee being qualified shows sufficient understanding of the subject and can perform the duties in a safe manner for which qualification is conferred.

Proficiency will be demonstrated by the successful completion of a written examination, a minimum score of 90% is required.

Each RWP trainee is entered into the SCRRA Industry Safe system with their name, company, photograph, unique RWP training number and date of training.

Upon successful completion of RWP training, each trainee is provided with a photo I.D. card and hard hat decal with a matching RWP training number. Proof of training is mandatory for any contractor conducting work activities within the SCRRA railroad right of way.

## **2.0 Job Briefing (§214.315) (GS-3)**

A Job Briefing is a meeting among all the employees who are involved or will be involved in a particular task or job at the same work site. The briefing must be conducted before performing any task and/or any employee fouls any track.

**A job briefing will be considered complete when each employee has acknowledged understanding of the Scope of Work and On-Track Safety procedures and instructions by signing the Job Briefing Form.**

### **A. Types of "Job Briefings":**

- Worker Group or Gang – Prior to the required job briefing, the Contractor's Superintendent/Foreman and the Roadway Worker In Charge (RWIC) will hold a briefing at the start of the shift and again as the conditions, job tasks and/or locations change. The Superintendent/Foreman will outline the work scope to be performed, the location and any associated safety requirements and the RWIC will outline the scope and method of protection to be employed. The Superintendent/Foreman shall have an approved copy of the job Work Plan available on site. All workers will sign to acknowledge understanding and agreement of both the work scope and method of on-track protection.
- The Roadway Worker In Charge (RWIC) holds the briefing at the start of the job and again as the conditions, job tasks and/or locations change. The RWIC will hold a briefing for any new arrivals to the job site.
- Lone Worker - The Lone Worker must participate in a job briefing with his supervisor or other designated employee at the beginning of each shift. This job briefing will include; planned itinerary and the procedures to establish On-Track Safety. If communications cannot be established with the Supervisor or designated employee, the Lone Worker must communicate with the train dispatcher to verify On-Track Safety. If all

communication channels are disabled, the job briefing must be conducted as soon as communications are restored or, in some cases, write down the items for his personal briefing.

#### **B. Information included in a Job Briefing:**

All information related to On-Track Safety must be given in the job briefing to any employee who will foul the track. In addition to other safety issues, the minimum On-Track Safety information must include:

- Designation of the RWIC;
- Subgroup designation
- Watchman/Lookout designation
- Type of track protection;
- Track limits of the protection;
- Time limits of the protection;
- Track(s) that may be fouled;
- Adjacent track(s);
- How all will clear for trains;
- Identify area or areas for clearing - both sides of track to give train a "roll by";
- Procedure to arrange for On-Track Safety on other tracks, if necessary;
- Specific job(s) to be done or moves(s) to be made;
- Responsibility of each employee.

Additional instructions may include an unusual situation or a specific reminder due to a hazardous condition or unusual practice.

A follow-up job briefing must be conducted whenever:

- Working conditions or procedures change;
- Other workers enter working limits;
- Track protection is changed, extended or about to be released;
- Change of locations;
- Change of limits, clearing limits, and/or;
- Changing projects.

### **3.0 Roadway Worker**

The Code of Federal Regulations has defined a Roadway Worker as any employee of a railroad, or of a contractor to a railroad, whose duties include inspection, construction, maintenance or repair of railroad track, bridges, roadway, signal and communication systems, electric traction systems, roadway facilities or roadway machinery on or near track, or with the potential of fouling a track. SCRRRA considers any employee/contractor on the SCRRRA right of way, who performs the duties listed above, a Roadway Worker.

## **4.0 Roadway Worker In Charge (RWIC)**

### **A. Definition:**

- The RWIC is a roadway worker designated to provide On-Track Safety for one or more roadway work groups.
- A Watchman/lookout is an employee who has been annually trained and qualified per 214.349 requirements effective April 1, 2017 to provide warning to roadway worker employees of approaching trains or on-track equipment.
- The Lone Worker is an individual roadway worker who is not being afforded On-Track Safety by another roadway worker, who is not a member of a work group, and who is not engaged in a common task with another employee.

### **B. Designating the RWIC:**

Roadway worker in charge means a roadway worker who is qualified under §214.353 to establish on-track safety for roadway work groups, and lone workers qualified under §214.347 to establish on-track safety for themselves. Employees must know who their RWIC is for each work day.

An RWIC must not provide individual protection for more than one work group. If a project has more than one work group, the RWIC must assign a Watchmen/Lookout to each work group and any location requiring protection. The RWIC shall no longer perform any duties associated with individual protection of a group or location.

An RWIC will have the following minimum responsibilities:

- communicating with each Watchman/Lookout
- communicating with each train crew approaching the working limits
- assigning any speed restrictions relating to worker safety
- conducting a job briefing
- administrative duties relating to the project
- requesting track authority
- establishing working limits
- absolute authority of the work zone as it relates to the safety of the workers, passengers, and train crews
- Personally, and continuously supervising any work involving unusual hazards and discussing specific procedures to protect against such hazards.
- Informing employees of the general plan and procedures of the work that will follow and the On-Track Safety procedures to be used.
- The RWIC will ensure that employees comply with all applicable rules.
- The RWIC will promptly advise their supervisor if any employee does not comply with a foreman's order or does not improve unsafe work practice.

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1. Who can be the RWIC?

- Must be MOWORI trained and Territory Qualified
- Foreman of the job where work is being done and the single gang or group is not larger than 10 crewmembers
- Lone Worker

2. Who cannot be an RWIC?

- If not MOWORI trained and Territory Qualified
- A watchman/lookout/flagger

### 5.0 Watchman/Lookout

Watchmen are responsible for the lives of their fellow workers; it is their responsibility to watch for approaching trains and signal employees to clear the tracks.

<p><b>WATCHMEN: YOU ARE THE PROTECTION!</b></p>
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The Watchman/Lookout must be willing to:

- Devote yourself exclusively to those duties, paying full attention to watching for trains or on-track equipment and warn employees.
- If you cannot give your full attention to your duties as watchman do not leave your station until:
  - The RWIC determines that protection is no longer necessary, or
  - The RWIC has assigned another watchman/lookout who is in position and watching for approaching trains.

<p><b>YOU <u>MUST NOT</u> PERFORM ANY OTHER DUTIES, <u>EVEN MOMENTARILY.</u></b></p>
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Watchmen/Lookout must comply with the following procedures when performing their duties:

1. When train, engine or on-track equipment approaches from either direction, warn employees in time for them to clear tracks at least 20 seconds before the train arrives at the point of work.
2. Signal the employees of an approaching train as follows:

- a. Sound a warning whistle or horn.
  - b. Hold the white disc at arm's length above your head.
3. Signal the gang that it is safe to resume work by holding the white disc horizontally at arm's length toward the point of work.

The RWIC is responsible for a safe operation and must exercise every reasonable precaution to protect employees in his charge. The RWIC will assign a watchman/lookout and an advance watchman/lookout when needed. The watchmen/lookout will be identified during the job briefing. The following precautions must be taken:

- Assign only trained and qualified individuals.
- If employees have trouble hearing or are too scattered to hear the watchman/lookout's warning whistle or horn, assign additional watchmen as needed.
- If the watchman changes, a new job briefing must be given.