

## SECTION 16: TRAINING AND CERTIFICATION REVIEW/AUDIT

### 16.0 Overview

Operations Training provides numerous training programs (approximately 350 individual courses) focusing on: Occupational and environmental safety; emergency response; induction of new hires and promotions; conventional and new equipment; title-specific knowledge and skill refreshers. Programs are developed in partnership with NYC Transit's departmental management and where appropriate, other MTA agencies, in response to mandates by Federal, State, and City entities.

Operations Training is organized into the following five training units, each responsible for specific training programs:

- **Safety and Emergency Response Training** develops and delivers training programs in the areas of occupational and environmental safety, FDNY certificate of fitness, emergency response and employee preparedness. The area is responsible for helping NYC Transit's management meet its safety goals and the standards set by OSHA, DOL, FDNY, FTA and other regulatory agencies.
- **Electrical and Electronics Training** provides specialized theoretical and hands-on training to Signals, Power, and Electronics personnel. Skills enhancement and refresher training are offered to improve personnel performance.
- **Track, Infrastructure, and Maintenance Support Training** is primarily responsible for training operating personnel in Division of Track and Division of Infrastructure. Maintenance Support training (i.e., welding, powered industrial trucks and forklift operation) and the Track Safety course are administered by this training unit.
- **Car Equipment and Supply Logistics Training** provides specialized theoretical and hands-on training to Car Equipment and Supply Logistics personnel. The unit provides required Car and Shop Safety training for employees of NYCT and any outside agency including all contractors' employees and consultants performing work in Subway Shops, Inspection Barns and associated/support yards to these facilities. This unit also delivers the National Safety Council's Defensive Driving course for NYC Transit.
- **Service Delivery and Operations Training** is responsible for training Service Delivery (Rapid Transit Operations, Stations) personnel; additionally this training unit administers Subway Flagging.

Track Safety training is required for employees of NYCT and any outside agency including all contractors' employees and consultants performing work on or near NYCT tracks. Track Safety Refresher Training is required every two years, except for employees that are required to attend the Track Flagging Refresher course annually.

Individuals that successfully complete Track Safety training receive a qualification card, with the expiration date.

## **16.1 Employee Technical and Safety Training**

The following is a description of the technical training (technical training matrices are in development) and certification programs for employees provided by Operations Training, CPM, EMD, and SIR:

### **EMD**

Employees hired should have passed a standardized test that demonstrates a basic understanding of the principles of equipment maintenance. The personnel records of employees joining the Electronics Maintenance Division are checked to insure that they have taken required safety and basic maintenance courses. In addition to mandated training curriculum, the Electronics Maintenance Division provides various in-house electronic maintenance courses; including utilizing PC based interactive training modules.

Maintenance courses are developed internally to provide specialized theoretical and hands-on training to Maintainers and Maintenance Supervisors. Employees also receive in-house technical training/refreshers for specific equipment/systems after implementation of job Maintenance picks. Employees receive Contractor provided training as required. Course development personnel focus on discernible maintenance and equipment breakdown trends as well as employee accident patterns.

The Electronic Maintenance Division has developed a “safety training matrix” and insures that training is provided to all employees by establishing lists of those scheduled for training as well as maintaining records in the individual employees’ personnel file.

### **Track**

Track Induction Training includes three (3) titles in the Division of Track that receive induction training:

- Trackworker (6 week course)
- Track Equipment Maintainer (3 week course)
- Track Inspector (4 week course)

Promotion Training requires newly promoted Maintenance Supervisor 1’s to complete a (6) week course. In addition, (9) weeks of practical training is administered.

TRO Induction training includes the following titles: PDM (4 week course) and MSI (2 week course).

Pick Assignment and Ongoing Training requires that employees in the job title of Trackworker who pick into or select the title of Track Inspector (Trackwalker) to complete (4) weeks of basic Track Inspector Training. Within one year they return for an additional (1) week of Track Inspector Training.

Refresher Training requires Trackworkers who continue to perform in the function of Track Inspector to complete the (2) day Trackwalker prequalification training every (2) year. Track Maintenance Supervisors attend refresher training as requested by the operating division.

Track/Infrastructure/Maintenance Support Training ensures that employees being hired into these positions receive the proper training to perform their functions by providing them with their required induction training modules, including the required training modules indicated in the Maintenance of Way Safety Training matrix.

### **Infrastructure/Stations**

Induction Training requires that all maintainer titles hired by Infrastructure and Stations Maintenance receive three week induction training, including:

- Lighting Maintainer
- Transit Electro Mechanical Maintainer (Elev & Esc, Hydraulics, HVAC)
- Transit Electrical Helper
- Structure Maintainer (A, B, C, D, E, G)

Promotion Training requires newly promoted Maintenance Supervisor 1 Infrastructure/Station Maintenance to complete a (3) week course.

Track/Infrastructure/Maintenance Support Training ensures that employees being hired into these positions receive the proper training to perform their functions by providing them with their required induction training modules, including the required training modules indicated in the Maintenance of Way Safety Training matrix.

Track/Infrastructure/Maintenance Support Training also provides a variety of ongoing courses for E&E, Hydraulics, HVAC and Lighting employees on the service and maintenance of associated electro-mechanical equipment.

### **Signals and Power**

Signal Maintainer Induction Training is designed to develop the knowledge and practical skills of the Signal Maintainer to accurately maintain and adjust signal equipment throughout NYC Transit. The course is six months in length and combines theory and practical instruction along with hands-on equipment training.

Power Cable Maintainer training is a two (2) week course with hands-on exercises including safety, duties and responsibilities, cable vault, cable duct designs, cable print

reading, setting up, pulling and hanging cables, working with lead and non-lead terminators, and splicing various cables. Classroom training is split evenly with practical fieldwork exercises.

Power Distribution Maintainer training is a four (4) week course with hands-on exercises in safety, duties and responsibilities, inspections, gauging rails, end approaches, insulators, and gas burning, hand switches, breakers, terminals and connectors, hand and hydraulic crimpers, negative bonding, protection boards, panel jobs and third rail installation, third rail heaters along with moveable bridge contact maintenance. The course includes classroom instruction, practical fieldwork and hands-on equipment training.

### **Car Equipment**

The Car Inspectors Induction Training is 17 days and instructs employees on how to perform the duties and take on the responsibilities of a Car Inspector. Employees learn the rules and regulations that govern the job and receive an overview of subway car sub-systems.

The Road Car Inspector Training is 45 days and instructs employees on how to perform the duties and take on the responsibilities of a Road Car Inspector. Employees learn the rules and regulations that govern the job and are taught how to detect troubles on any part of a multiple-car unit in service on the road, in yards and in terminals.

The Car Equipment Cleaner program is 10 days and qualifies newly appointed employees to perform the duties and take on the responsibilities of a Car Equipment Cleaner. Employees learn the rules and regulations that govern the job and receive all required safety and security courses.

The Maintenance Supervisor program is 15 days and instructs newly appointed Supervisors to perform the duties and take on the responsibilities of a Maintenance Supervisor. All new supervisors learn the rules and regulations that govern the job and receive the required safety and security courses.

### **Crane and Equipment Welding**

Track/Infrastructure/Maintenance Support Training provides training to qualify employees in all operating divisions that are required to perform a specific task that requires specialized training.

- Basic and Advanced Welding
- Crane and Heavy Equipment (Mobile and Overhead cranes, Front end Loaders, Boom Trucks, etc.)
- Miscellaneous Equipment (Powered Industrial Trucks, Personnel Lifts, etc.)

### **Rapid Transit Operations**

*Train Operator (T/O) Induction Training* qualifies newly appointed Train Operators to perform the duties and take on the responsibilities of a Train Operator. Upon completion of this course participants will be able to:

- Demonstrate familiarity with the operating procedures for trains on the various lines within the NYC transit system
- Demonstrate proper procedures for safely operating a train in both yards and on mainline tracks
- Correctly explain and demonstrate proper procedures for dealing with emergency situations

Course length - Subdivision “A” 85 days and for Subdivision “B” 110 days.

T/O Refresher Training is designed to enhance the knowledge and improve the skills of RTO Train Operators. Using non-revenue trains and simulators, the participants review train operation in revenue and non-revenue, road, yard, and terminal service. The course also reinstructs Train Operators in day-to-day operations and emergency procedures. The course length is 3 days and required to be repeated every 3 years.

*Conductor Induction Training* qualifies newly appointed Conductors to perform the duties and take on the responsibilities of a Conductor. Upon completion of this course participants will be able to:

- Demonstrate familiarity with the operating procedures for trains on the various lines within the NYC transit system
- Demonstrate proper procedures for safely operating a train on mainline tracks
- Correctly explain the importance of timely and accurate communication between train personnel, supervision and customers.

Course length - Subdivision “A” 32 days and for Subdivision “B” 35 days.

Conductor Refresher Training is designed to enhance the knowledge and improve the skills of the Conductor in proper door operation, customer communications, and Train Operator and Control Center interactions.

The course length is 4 days and is required every 3 years.

*Tower Operator Induction Training* qualifies newly appointed Tower Operator to perform the duties and take on the responsibilities of a Tower Operator. Upon completion of this course participants will be able to:

- Operate Towers safely and confidently in yards and on mainline tracks
- Identify Tower parts and their functions
- Perform basic troubleshooting

The course length is 78 Days.

*Train Dispatcher* (T/D) Induction Training qualifies newly appointed Train/Yard Dispatchers to perform the duties for the expeditious and correct dispatching, preparation, and safe movement of trains and to maintain accurate records.

The course length-Subdivision “A” 68 days and Subdivision “B” 58 days.

T/D Refresher Training is designed to enhance the knowledge and improve the skills of RTO Train Dispatchers and Yard Dispatchers. The course allows participants to refresh their skills in troubleshooting techniques, and delay management techniques. The course consists of three 2-hour modules and is required every 2 years.

*Assistant Train Dispatcher* (ATD) Induction Training qualifies newly appointed Assistant Train Dispatchers to be able to regulate intervals of trains, as traffic requires. Assistant Train Dispatcher will be able to maintain Train Interval sheets and report and changes in intervals to the Rail Control Center.

The course length- Subdivision “A” 56 days and Subdivision “B” 46 days.

ATD Refresher Training is designed to enhance the knowledge and improve the skills of RTO Assistant Train Dispatcher. The course allows participants to refresh their skills in troubleshooting techniques, and delay management techniques. The course consists of three 2-hour modules and is required every 2 years.

*Train Service Supervisor* (TSS) Induction Training qualifies newly appointed Train Service Supervisors to perform the duties and take on the responsibilities of a Train Service Supervisors. Upon completion of this course participants will be able to:

- Promptly investigate all complaints, accidents or delays to service and render whatever assistance is possible
- Assist train crews in the Safe movement of disabled trains.

The course length is 40 days.

TSS Refresher Training is designed to enhance the knowledge and improve the skills of a Train Service Supervisor, and to review the operation of all train equipment and emergency procedures. The course consists of one 2-hour module and required every 2 years.

### **Station Environment & Operations**

*Station Agent* Induction Training qualifies newly appointed Station Agents to perform the duties and take on the responsibilities of a Station Agent, and instructs them in the rules

and regulations that govern the job. The program includes the Station Agent Induction Core Course and the required safety and security courses. Customer courtesy and AFC clerical duties are also included in the program. The course length is 20 days.

Station Agent Refresher Training is designed to enhance the knowledge and improve the skills of the Station Agents in customer service and AFC accounting transactions. The course length is 1 day and required every 3 years.

*Station Cleaner* Induction Training is designed to qualify newly appointed Cleaners to perform the duties and take on the responsibilities of a Cleaner, and instructs them in the rules and regulations that govern the job. The program includes the Cleaner Induction Core Course and the required safety and security courses. The course length is 11 days.

*Station Supervisor* Induction Training qualifies newly-promoted Station Supervisor I to perform the duties and take on the responsibilities of a Station Supervisor I. Upon completion of this course participants will be able to:

- Better understand the Division of Station Operations policies and procedures
- Complete a practical booth audit at a designated Station Service Booth
- Conduct proper station inspections

The course length is 24 days.

Station Supervisor Refresher Training is designed to enhance the knowledge and improve the skills of the Station Supervisors in performing their tasks. The course length is 2 days.

Terminal Car Cleaning Supervisor Induction Training qualifies newly promoted supervisors to perform the duties of MSI and oversee the responsibility for cat appearance. The course length is 12 days.

### **Staten Island Railway**

Staten Island Railway (SIR) employees are governed by the SIRTOA Book of Operating Rules, SIR Safety Rules, SIR Roadway Worker Protection Rules and Procedures, applicable NYCT Department of Subways Policies and Procedures, SIR specific Departmental Policies and Procedures, SIR Superintendents Bulletins and Executive Orders, Transportation Timetable Special Instructions govern Staten Island Railway (SIR) employees.

The broad variety of rules, regulations and operation & maintenance procedures govern employee safety and technical training & certification through all SIR Departments. Every SIR Department develops and updates their training & certification matrixes accordingly.

The following are the key elements describing development, implementation and evaluation of SIR safety and technical training program:

- Rail vehicle maintenance training and qualifications are in accordance with the departmental requirements and applicable Shop Craft Agreement Rules.
- Methods of ensuring that all employees that must be trained are trained include
  - Minimum qualifications for hiring/promotions are four-year journeyman's experience (except Signal Helpers having a minimum of two and one half years of Signal Training, successfully completing all required Phases of training and have shown ability to perform such work will be given the opportunity to take examination for promotion to Maintainer).
  - Place new employees in department specific training program, as appropriate to ensure that they have requisite skills to do daily work assignments safely and professionally in accordance with applicable policies and wage agreement rules;
  - Attendance Roster or records maintained for each training session.
  - Training and Certification records maintained in employee's personal file at each responsible department office. In addition summary of employees training kept and updated electronically at each SIR department in matrix format for ease access and tracking.

The SIR required Trainings and Certifications include:

- SIR Book of Operating Rules
- SIR Roadway Worker Protection Rules
- Transportation Timetable Special Instructions
- Employee Right- To-Know modules (department specific)
- Dispatcher Training Outline
- Conductor Passenger Service Training Outline.
- Engineer (R-44/Diesel-Electric) Training Outline
- Tower/Block/CIL Training Outline
- All applicable NYCT safety training that is indicated in NYCT Policy Instructions such as: first aid/ CPR, confined space entry, respiratory protection, lead competent person, hazardous waste/ SARA title III, asbestos awareness and hearing conservation training and audiometric testing as well as other based on departmental specific tasks.
- All applicable FDNY Certificate of Fitness training that is outlined in NYCT Policy Instructions such as Fire Drill Conductor (F35), Operation of Air Compressors (G35), Torch Use of Flammable Gases for Cutting/Welding (G95), Fire Guard for Torch Operation (F93), Operating Ammo-Activated Tools (E21), Additionally Lockout/Tagout, Equipment Certification on Automobiles, Heavy/Light Equipment, High Rail Track Equipment and Machinery, Overhead Cranes, High-Low Man-lifts, Boom Tracks, Movable Platforms and Extendable Arm Bucket Tracks through internal or outside agencies/authorities, vendors/manufacturers, and/or training institutions. Applicable interdepartmental training and certifications on Operating & Maintenance procedures, written



examinations on Signals & Power manuals, MW-1 Track Standards and Reference Manuals and Inspection Procedures.

The following are the categories of safety related work that requires training and certification:

- Train Service / Dispatching – Director of Control, Superintendent, Deputies
- Passenger Service- Conductor, Locomotive Engineer
- Work (Diesel) Train- Conductor, Locomotive Engineer, Trainman
- Flagger (RWP) - Conductor, Trainman
- System Cleanliness Safety and Appearance – Superintendent, Deputies, Cleaners, Janitors, Station Agents
- Revenue Fleet Maintenance – Superintendent, Deputies, Maintainers (Electrical, Mechanical, Pipe, Carman), RCI's.
- Signaling and Power Distribution/Maintenance – Superintendents, Foramens, Maintainers, Helpers, Electricians.
- Maintenance of Way – Superintendents, Deputies, Foramens, Track workers, Trackwalkers, Electricians.
- Bridge & Building Maintenance - Superintendents, Foramens, Electricians, General Mechanics.
- Non-Revenue Vehicles Repair & Maintenance – Senior Maintainer, Equipment Maintainers.
- Purchasing & Storage – Managers, Stockman, Assistants.
- Engineering, Capital & Special Projects – Senior Director, Managers.

## **16.2 Employee Safety and Emergency Response Training**

Each department prepares a safety-training matrix that indicates the safety training classes that must be attended by employees in each job title. The following summarizes the significant courses within the matrix.

*Hazard Communication/Right To Know* – There are sixteen (16) self-paced modules available on a self-paced computer based training platform. Modules include chemical use and hazards, PPE, MSDS, gases, flammable liquids, toxic particulates, etc. Employees complete selected modules based on their job title and assignments.

*Respiratory Protection* - Selected employees receive training on proper care, cleaning and respirator use, the hazards they are exposed to and then fit tested to a proper type and sized respirator. (8 Hour program/annual refresher)

*Confined Space Entry* - Selected employees receive training on the hazards of working in or near confined spaces. Employees participate in actual confined space entries and simulated rescues using SCBA equipment and other PPE. (24-hour program/16 hour refresher)

*Fall Protection* - Selected employees receive training on the hazards of working on elevated performs or open roof areas. Employees participate in hands-on fall protection exercises using actual fall protection equipment on simulated track section. (8-hour program)

*Emergency Response Training* - Required for selected managers, supervisors and employees who are responsible for assisting customers in the event of an emergency. Training is available in the following disciplines:

*Standard First Aid and CPR/AED* - Employees receive training on life saving techniques in emergency situations, how to call for help and how to care for a sick or unconscious person. (8-hour program/annual refresher)

*National Incident Management System* - Selected employees receive this training based on their job title and responsibilities. ICS 100/200 and IS 700/800 training is available online or in a classroom format.

*Hazardous Waste Operations and Emergency Response* -Employees receive training on responding to chemical emergencies and terrorist incidents. (40-hour program/8 hour annual refresher)

*Fire Prevention and Passenger Evacuation Training* - Designed to teach participants the rules and procedures utilized to control incipient stage fires that occur throughout the transit system. Participants are taught how to extinguish fires and safely evacuate passengers from a train.

### **Flagging**

All new employees that are hired or pick into a job title that requires them to flag must attend the (9) day flagging qualification training. Employees that successfully complete the flagging training are issued a qualification card that contains the expiration date (1 year).

Track Flagging Refresher re-qualifies employees in flagging and track safety annually during a one (1) day class. Re-qualification cards that contain the expiration date are issued to each employee that successfully completes the refresher training.

## **16.3 Contractor Safety**

Safety training requirements for contractor employees are detailed in Contract Specification Section 1S. Current requirements for employees “engaged in physical work” include OSHA 10 hour Construction Safety and Health course as well as initial and refresher Track Safety Training for all employees working along or near the right of way. Additional safety training requirements for Contractor employees in safety related positions include 40 hour NYC DOB Site Safety Manager Course, 30 hour OSHA

Construction Safety and Health course. Additional environmental training (lead, asbestos) may be required depending on contract requirements.

The following are the Safety Training requirements from the Master Contractor Specifications Section 1S – Safety:

- All Contractor and Subcontractor workers “engaged in physical work activities” shall be certified as having successfully completed the OSHA 10 hour Construction Safety and Health course.
- An employee failing to attend Safety Training will not be permitted to perform any work which requires safety precautions as were discussed in the missed safety training, until he/she has received the same instruction.
- By the 1st day of work on site, employee orientation training shall be given to new employees. The Accident Prevention Program/Hazard Communication Program (APP/HCP) shall include a detailed plan for the safety orientation of employees, including:
  - Description of project, and location of first aid/medical facilities.
  - Review of Safety Policy, including Alcohol, Drugs and Tobacco Policy including pre employment drug testing if applicable.
  - Distribution of project safety rules.
  - Emergency Preparedness and Response (EP & R) Drill.
  - Description of specific site hazards and safe working methods.
  - Review of the project APP/HCP, (MSDS).
  - Track Safety Training for work on or adjacent to tracks or energized contact rails, if applicable. (2-year recertification required.)
  - PPE and Safety Procedures.
  - Fire prevention.
- Safety Training/ Tool Box meetings shall be held at the start of each workday by the Competent Persons to instruct all employees in safety precautions applicable to that day's work hazards. Prior to start of such work, a walk through of each work site shall be conducted, if required, to point out hazardous locations and conditions. The subjects of these briefings shall be planned in advance by each Contractor's Competent Person (CCP) and reviewed for appropriateness by the Contractor Safety Engineer/ Contractor's Safety Supervisor (CSE/CSS).
- If any employees are non-English speaking, an interpreter shall be provided to interpret the contents of each New Employee Safety Training sessions and Safety Briefings. An interpreter shall also translate all safety-related instructions on the job.
- For additional safety training requirements involving work on/or adjacent to operating tracks see the Master Contractor Specifications Section 1S – Safety

paragraph 13.0 Safety Requirements for Work Performed Along the Right Of Way (ROW).

- A 4-hour scaffold user-training course is required for all workers using supported scaffolding.
- The Contractor's Project Manager and all safety management personnel shall attend NYCT-CPM Contractor Safety Workshops and Safety Stand-down Training.

The following is an overview of the safety training requirements for CPM projects, PMP 110 Safety:

### **1. Mandatory Safety Training**

Construction Managers Offices (CMOs), Chief Discipline Engineers, Principal Engineers, Design Managers, and other management personnel are to ensure that CPM personnel, Consultants, and all Contractor and Subcontractor personnel who will perform work on or adjacent to operating tracks have attended the following safety training provided by the Operations Training or by CPM:

**Track Safety** - Available for NYCT, Consultant, Contractor, and Subcontractor personnel. A one-day course (or follow the latest NYCT requirements) covering procedures and safe practices associated with operating trackways. It shall be taken by all personnel required to work on or adjacent to the track every two (2) years (or follow the latest NYCT requirements).

The CMO shall ensure that the Contractor or Consultant requires each employee who has completed track safety training to maintain proof of said training on their person at all times while working on the project.

The Contractor's Safety Engineer shall submit a list of all Contractor and Subcontractor employees who have attended NYCT Track Safety Training to the CMO's office on a quarterly basis. The CMO is to verify that each name submitted by the Safety Engineer appears in the PeopleSoft / ELM System maintained by NYCT Human Resources Administration as track safety trained Contractor or Subcontractor personnel within the last two (2) years. This will afford the CMO a verified current list of track-trained personnel. All Contractor or Subcontractor personnel not appearing on the list are not allowed to work on or adjacent to the trackway.

The CMO shall ensure that the Contractor's Safety Engineer takes appropriate measures to prevent Contractor and Subcontractor personnel who have not attended NYCT's mandated Track Safety course (initial or refresher) from working on or adjacent to operating trackway. To facilitate this, the CMO shall transmit the verified list of track-trained personnel to the Safety Engineer on a quarterly basis.

In addition, the CMO shall ensure, through the Resident Engineer and site inspectors armed with the verified list of track trained Contractor or Subcontractor personnel, that no one who does not appear on the list will be allowed to work on or adjacent to the trackway. To ensure that an absolutely accurate identification is made, the Resident Engineer and field engineers will compare the name on the verified list against the name on the photo ID that every Contractor employee is required, under the security mandates, to exhibit on their person at all times.

**Refresher Track Safety:** Available for both NYCT CPM personnel and Contractor or Subcontractor personnel with documentation of having attended NYCT Track Safety within the last two (2) years. One day classroom instruction training is to be taken every two (2) years after completion of the initial Track Safety training course.

**OSHA Course on Construction Safety:** A 30-hour OSHA course on Construction Safety and Health based on 29CFR 1926. This course is required for all CPM and consultants' field personnel. The course is also given to NYCT Operating and Non-Operating department personnel in order to enhance project safety and the protection of NYCT interests.

**Hazard Communication Standard (Right to Know):** A self-paced class to ensure that all applicable Federal and State laws and regulations are covered for employees who may be exposed to chemicals. Employees learn the possible health risks and/or hazards associated with chemicals and how to use them safely.

## **2. Construction and Safety Training**

In addition to the above mandated safety training, CPM provides the following Safety Training:

- CPM/Contractor Safety Workshops/Stand down: Various topics relevant to safety on CPM projects.

- Support Scaffold Training: 4hr user course

- OSHA 30hr "Construction Safety & Health Course"

- PMP 110 Training

- PMG 123 "Implementation of General Orders"

## **3. Additional Safety Training**

Operations Training also provides additional safety training as follows:

- Standard First-Aid/CPR

- Fire Prevention and Protection

- Confined Space Entry Training

- Hazardous Waste and SARA Title III

- Hearing Conservation

- Respirator Training Program

#### **4. Contractor Provided Training**

The CMO shall ensure that all necessary training is being or has been completed as per the Contract “Specification 1S - Safety” as evidenced by the Contractor maintaining records for all training provided.

#### **5. Procedure for Requesting Training**

The CMO, DMs, Chief Discipline Engineers, Principal Engineers, and other management personnel shall determine which NYCT, Consultant, and Contractor employees are required to attend the mandatory one-day Track Safety and Track Safety Refresher courses and any additionally required safety training, for NYCT employees. All requests for CPM, Consultant and Contractor or Subcontractor personnel to participate in training courses shall be made by the CMO, CCM, and DM, Chief Discipline Engineer, Principal Engineer or other management personnel by completing a Course Nomination Sheet. The responsible CPM Training Liaison forwards the request to the appropriate training sponsor.

#### **16.4 Recordkeeping**

Employee training data is entered and maintained in an in-house database. NYC Transit uses the Enterprise Learning Management System (ELM), to capture, store and report employee training related data. Authorized personnel can look up records and produce reports based on unique employee identification information. DOS is continually in the process of putting all relevant data into ELM.

Non-NYCT training requirements for contractor or employees are provided and maintained via each individual contractor. Compliance with these requirements is verified via the quarterly safety assessments and Project Management Procedures (PMP) 110 audits.

The Division of Operational Support, Training maintains a database with the names of Contractor and Consultant employees who have attended Track Safety and Track Safety Refresher Training.

#### **16.5 Compliance with Training Requirements**

Training requirements are determined by NYCT rules and regulations, policy instructions and federal and state regulations. Each operating department has developed a training matrix to ensure that requirements are met on the federal, state and agency level. The Office of System Safety (OSS) validates the Operating Department matrix.

Periodic audits of training data are compared with employee job assignments and/or training matrices to ensure regulatory and policy compliance. This is accomplished through a designated departmental training liaison that utilizes a tracking data based system and audits from OSS.