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350 Track Occupancy—MW Only (Critical Decision)

OBJECTIVE

This test is conducted to determine employee compliance with track authority while occupying or fouling the track, or establishing protection as necessary.

APPLICABLE RULES

MWOR 6.2.1, 6.3.1, 6.3.2, 6.3.3, 2.14.2, 12.1.2, 12.2, 12.3 and 12.4

PREPARATION / PROCEDURE

This test / audit may be conducted anytime employees are occupying or fouling the track, or when necessary to establish protection.

RECORDING INFORMATION

The entry process prompts the supervisor to provide the rule book code (MWOR) and segment number (i.e., 350-1) to record entries for activities associated with each segment. When employee actions are not compliant with the track authority or protection rules indicated, record as an exception. Focus items include:

350-1 Main Track Authorization – MWOR 6.3.1

- Men and equipment are properly authorized when occupying or fouling a track
- The following information is properly documented when authorized to occupy or foul a track:
 - Track and Time, Track Permit and Foul Time:
 - o Conditions of Authority (behind trains), when applicable
 - o Name or other identification of authorized track
 - o Authority limits
 - o Time limits
 - o Joint Status when applicable
 - Track Warrant:
 - o “X” is marked in the boxes specified
 - o Conditions of authority (behind trains), when applicable
 - o Name or other identification of authorized track
 - o Authority limits
 - o Joint Status (and/or overlaps), when applicable
 - o Track released (roll-ups) limits, when applicable
 - o OK Time
 - Track Bulletin Form B:
 - Employee obtains information concerning all Form B’s that may overlap authority prior to occupying the track
 - Working Limits Form (Generally) – when working limits are required to be established within overlapping authority limits:
 - Employee in Charge is correctly identified for each set of working limits
 - Working Limits are correctly identified

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- Working Limits Form (Multiple Work Groups) – when the Working Limits Form is required of an employee who does not hold an authority, but is using another employee’s authority in a “Multiple Work Group Using the Same Authority” situation:
 - Employee in Charge is correctly identified for each set of working limits
 - Working Limits are correctly identified
 - “At” time is recorded
 - Clear Time is recorded
- Multiple Work Groups Using the Same Authority Form – EIC of the authority (written or electronic):
 - Authority Number is correctly identified
 - Name of employee in charge of each work group using the authority is recorded
 - Time Acknowledgement received recorded
 - Time Authority Limits cleared recorded
- 350-2** Protection on other than Main Track – MWOR 6.3.2
 - Roadway workers have properly established working limits on other than a main track, controlled siding, or any track where a block signal system in effect using one or a combination of the methods.
- 350-3** Visual Detection of Trains – MWOR 6.3.3
 - Employee using visual detection is being utilized has properly completed the Statement of On-Track Safety and/or the requirements of MWOR 6.3.3 have been met.
- 350-4** Adjacent Track Operations – MWOR 12.1.2, 12.2, 12.3 and 12.4
 - Adjacent controlled track protection is established when necessary
 - Work and machine operations cease work when a train or on-track equipment is passing the work location as required
 - Roadway workers do not occupy the space between a main track, controlled siding or other track where CTC is in effect and another track with track centers of 19 feet or less while a train is passing on the main track, controlled siding or other track where CTC is in effect.
 - The Sub-Group Coordinator Notification form is used as required to ensure that all employees have been notified of an approaching train
- 350-5** Authority behind Trains – MWOR 6.2.1
 - Employee authorized behind a train(s) does not occupy or foul the track, or use the authority as a method of protection before establishing direct radio contact with a crew member of the train(s), ascertaining the train(s) identity, MP location and that it has passed the location where the track will be occupied or fouled.
 - Employee issued authority voiding a previous authority and identifying additional train(s) to be followed stops movement until direct radio contact is established to ascertain the train’s identity and location of the additional train(s).
- 350-6** Before Reporting Clear of Authority Limits – MWOR 2.14.2
 - Employee reporting clear of authority establishes that all employees and any multiple work groups are clear of track(s).
 - Employee reporting clear of authority informs the dispatcher / control operator that all employees and any multiple work groups are clear of track(s).

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351 Lock Out/Tag Out—MW Only (Critical Decision)

OBJECTIVE

The Lock Out / Tag Out test determines MW employee compliance with lockout / tag out requirements when inspecting, servicing, or performing maintenance activities on machinery or equipment that may unexpectedly energize, start, or release stored energy.

APPLICABLE RULES

Engineering Instructions 1.10

PREPARATIONS / PROCEDURES

This test may be conducted anywhere employees are working with equipment that has potentially hazardous energy sources. These sources may be electrical, mechanical, hydraulic, gravitational or thermal.

RECORDING INFORMATION

The test is an exception when the tested employee is engaged in an activity that requires LOTO and they do not have an approved lockout / tag out device that is:

- Marked with the identity of the employee.
- A standardized lock. Each lock will have a single, unique key that remains in the possession of the employee. (There will be NO master keys).
- Used exclusively for lockout.

It will be considered an exception if the tested employee is engaged in an activity that places them in danger by neglecting to:

- Shut the equipment down.
- Turn off the battery switch and lock it in the off position.
- Establish protection against other machinery.

352 Main Track Switches (Critical Decision)

OBJECTIVE

This test is conducted to determine MW employees are in compliance with rules for main track switches.

APPLICABLE RULES

MWOR 8.2, 8.3, 8.20, 8.12 and 14.12

PREPARATIONS / PROCEDURES

This test may be conducted when MW employees are changing the position of main track switches, main track switch point locks, and derails protecting access to the main track.

RECORDING INFORMATION

The test is an exception when an employee does not follow the rule requirements included in the following focus items:

- Hand-operated main track switches, main track switch point locks, and derails protecting access to the main track are restored to the correct position
- Except in CTC territory or within a manual interlocking, the Employee in Charge records the name, location and time that a main track switch, main track switch point lock or derail protecting access to the main track is initially hand-operated and finally returned to the normal or correct position
- The Employee in Charge retains the completed Position of Switches/Derails form for 2 days after the tour of duty