

**POST ON ALL BULLETIN BOARDS**  
**NEW YORK CITY TRANSIT**  
**DEPARTMENT OF SUBWAYS**  
**OFFICE OF THE SENIOR VICE PRESIDENT**

**DATE:** November 29, 2023

**TO:** All Subways Employees

**FROM:** Demetrius Crichlow, Senior Vice President, Department of Subways

**SUBJECT:** **SUBWAYS BULLETIN 23-40**  
**24 HOUR SAFETY STANDDOWN AND SPECIAL SAFETY BRIEFING:**  
**TRACK FLAGGING & TRACK SAFETY**

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All employees who perform or supervise work on the right-of-way under flagging conditions, are directed to immediately conduct a **special safety briefing** relating to flagging and track safety. A 24-hour Safety Standdown has been implemented which includes a suspension of right of way flagging (with the exception for emergencies). This morning, a Track Worker experienced fatal injuries when they were struck by a northbound **D** Train south of the 34<sup>th</sup> Street - Herald Square Station.

While the investigation of the incident is still under investigation, all employees who perform or supervise work on the right-of-way under flagging protection must participate in an 8-hour special safety briefing on track flagging and track safety commencing today, **Wednesday, November 29, 2023**, utilizing the attached material, which, must be reviewed between Supervisors and hourly employees, giving ample time to ensure that they are understood.

Ensure this bulletin is discussed by managers with all supervisors and hourly employees during safety/toolbox talks.

Attachment

Cc: M. Lali	J. Devine
J. Compton	M. DaCosta
B. Amarosa	S. Ambrosino
L. Schreibman	A. Crespo
H. Lambert	F. Farrell
D. Soliman	A. Casella
S. Hutson	R. Davis (TWU)
R. Moakler	M. Carrube (SSSA)
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S. Ko	
K. Coughlin	

## **Flagging Safety Review**

- **NYCT Rule 3.58(a)**

Moving the hand, flag, light or any other object to and fro across the trackway means “STOP”. A flag or light of any color placed on the track between the running rails means “STOP”.

- **NYCT Rule 3.58(b)**

Moving the hand, flag or light up and down means “PROCEED”. A red flag or red light must never be used to give the proceed signal.

- **NYCT Rule 3.58(c)**

Holding the hand or a white light away from the body in a steady position means “Reduce speed of train to not more than five (5) miles per hour and be prepared to stop”. When the employee moves the hand, flag, light or any other object to and fro across the trackway the Train Operator must stop the train immediately

- **NYCT Flagging Rule 3.71b**

Before entering upon any track or onto any trackway, each employee must first listen and look in each direction for trains. They must learn the direction of normal traffic on the track and must walk AGAINST the flow of traffic when possible.

- **NYCT Flagging Rule 3.71d**

At all times each employee must take note of and be prepared to use the spaces available for safety, clear of cars, and avoid those locations where clearance is insufficient.

- **NYCT Flagging Rule 3.71i**

Employees walking on tracks or adjacent to tracks must, when a train approaches, move into the clear and stand in a safe location, give the Train Operator a proceed signal to assure said operator that they are aware of the approaching train and remain in such position until the train has passed.

- **NYCT Flagging Rule 3.72c**

The supervisor in charge of the work to be performed must provide for and ensure that the required flagging protection is established and maintained for the safety of employees and the safe passage of trains.

For all Subways divisions, an additional qualified flagger (lookout) must accompany the designated flagger, in setting up and removing the flagging. The lookout must be specifically assigned to watch for and warn of approaching trains and must also verify that the flagging is properly established and removed in accordance with the pre-job meeting.

For Division of Track jobs that are not being performed under General Order protection, a Track supervisor must be the lookout to accompany the designated flagger assigned to set up and remove the flags, except under the following conditions:

- 1) Where station tracks are being cleaned and flagging locations have already been pre-determined, one of the two Trackworkers (who are qualified flaggers) can be the lookout to set up and remove flags or

- 2) For employees who normally work without a supervisor on the track (e.g., TEM, Track Inspector, Welder-Burner, etc.), the accompanying flagger can be the lookout .

All Subways employees who work on or supervise work on the right-of-way are required to implement the lookout procedure detailed in the current copy of Subways Bulletin, NYC Transit Rule 3.72(c), to comply with this rule.

Effective March 1, 2018, all employees who perform or supervise track flagging protection are advised of the following guidelines to comply with NYC Transit Rule 3.72(c).

1. When setting up and removing flagging arrangements under train traffic, one of the qualified Flaggers must be identified as a Lookout.
2. The Lookout is assigned to provide train approach warning for the Flagger while the Flagger is setting up and removing flagging.
3. The Lookout shall devote his/her full attention to detecting the approach of trains and communicating a warning, and shall not be assigned any other duties while functioning as Lookout.
4. The Lookout must position him/herself 50-650 feet in advance of the Flagger being protected, in the best location to detect oncoming trains and maintain visual and audible contact with the Flagger.
5. The Lookout must position him/herself to have the visibility required to detect an approaching train such that the Lookout's line of sight allows for the safe clear up of the Lookout and the Flagger being protected.
6. The Lookout must be able to clear up within 15 feet when s/he stops for the Flagger to set up lights/flags.
7. The Lookout must be equipped and utilize a NYC Transit radio in accordance with the current Service Delivery Bulletins, Radio Code Signals and Radio Frequencies. The Lookout must also continuously carry and display an Eflare (2-D Cell) flashing yellow light or a yellow flag outdoors between sunrise and sunset.
8. If unable to satisfy 1-7 while establishing/removing the yellow lights, the Lookout must immediately give command to the flagger to safely clear up. The Lookout must immediately clear up and then contact the RCC by radio or emergency telephone (if an emergency telephone is used then a call back number must be provided) to initiate the following:
  - a. RCC will hold back service at station(s) preceding the flagging location to where flagging is being established or removed.
  - b. The RCC will positively communicate with Train Operator(s) of the appropriate train(s) operating on the track where flagging is being established to stop and stay and confirm they have complied. The RCC and/or towers will not route trains onto the affected track while trains are being held.
  - c. The RCC will notify the Lookout that train(s) are holding in stations and the flagger can place and/or remove flagging lights.
  - d. The Lookout will immediately notify the RCC when the lights are established/removed and train service can resume in accordance with established flagging rules.
  - e. In the event the RCC loses contact with the Lookout, after 10 minutes, the RCC will attempt to re-establish contact with the Lookout. If contact is not re-established, the RCC will instruct all trains to proceed with restricted speed and extreme caution, sounding the horn with a series of short blasts every 75 to 120 feet expecting to find workers on the track and not resume until the train has exited the next local station if on the local track or express station if on the express track.

9. All employees must remain vigilant always and continue to comply with all track safety rules.

- **NYCT Flagging Rule 3.72d**

The employee(s) acting as flaggers must provide and maintain the required flagging protection.

- **NYCT Flagging Rule 3.72k**

The person(s) selected as a flagger(s) and performing flagging duties must not perform any other duties other than those of a flagger.

- **NYCT Flagging Rule 3.77a**

On any track where lights or flags are displayed the flagger along with another qualified flagger places the yellow lights or flags at their fixed positions in accordance with Rule 3.80.

- **NYCT Flagging Rule 3.77b**

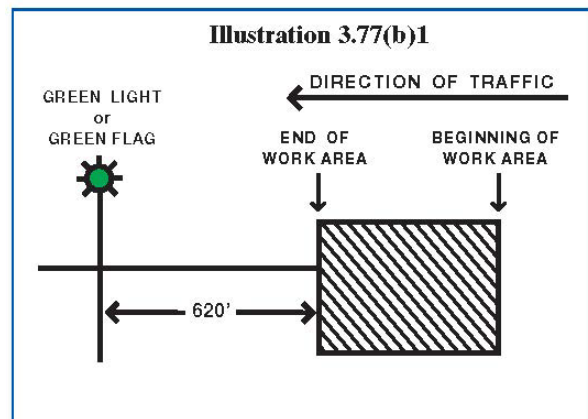
The flagger then places the green

lights or flags at their fixed positions:

1. One (1) green light and/or one (1) green flag must be displayed a safe distance work or obstruction; such safe distance must be 620 feet in Subdivisions A and B.

2. Whenever turnouts or crossovers within the areas protected by caution lights or flags allow diverging train movements to another track, one (1) green light and/or one (1) green flag

must be displayed on such other track the same distance as that displayed on the track to be worked upon. That distance must be 620 feet in Subdivisions A and B.



- **NYCT Flagging Rule 3.77c**

Then the flagger goes to the selected position and places the red light on a tie between the running rails adjacent to the rail to which the Portable Train Stop is to be attached and places the white light out of the view of Train Operators. If flags are being used, the red flag must be displayed on the track to be protected. The flagger now attaches the base of the Portable Train Stop to the rail in accordance with Rule 3.79 and then inserts the Stop Arm into the base with the red light or flag attached to the arm by the stout cord (at least 4 feet and not more than 6 feet in length) but in such a manner as to permit waving the red flag or swinging the red light across the track with the Stop Arm in the tripping position.

The flagger then notifies the persons for whom the flagging protection is intended that preparations are completed and then stands in a safe position to perform the assigned flagging duties. The flagger must pick up the red light/flag immediately when a train is approaching the flagging area, wave it to and fro across the trackway and notify the employees that are being protected.

- **NYCT Flagging Rule 3.77d**

A flagger equipped with a red illuminated light or flag, a white illuminated light, a Portable Train Stop and an approved sound-signal device (whistle or air horn) must be stationed at a point where a place of safety from trains is readily accessible and where visible and audible warning signals can be readily observed and heard, but in no event less than one hundred fifty (150) feet from the nearest point of the beginning of the work area or obstruction. A work area is defined as an area no greater than the distance where visible and audible warnings can be readily observed or heard.

- **NYCT Flagging Rule 3.77e**

As a train approaches the caution lights or flags, the flagger must immediately: Sound two long blasts of a whistle or air horn to warn the group, leave the Stop Arm in its tripping position, pick up and swing the red light or red flag to and fro across the track, until a prearranged all clear signal is received from a designated Authority employee with the group. This all clear signal must be a positive signal from the designated Authority employee with the group to the flagger that trains may proceed through the protected area. Upon receipt of such all clear signal, the flagger must remove the Stop Arm, step into a prearranged place of safety, conceal the red light or flag from the Train Operator's view and then give a proceed signal to the Train Operator. After passage of the train, the flagger must replace the red light or re-display the red flag and replace the Stop Arm in the tripping position then return to a safe position.

**If, as a train approaches, the all clear signal is not received by the flagger from the designated AUTHORITY employee with the group or if the flagger observes any unsafe condition after receiving the all clear signal, the flagger must continue to give the TRAIN OPERATOR a stop signal with a red light or flag until the train has come to a stop. The stop arm must be left in the tripping position.**

When the train has stopped, the flagger must continue to swing the red light or hold the red flag across the track, until receiving the all clear signal from the designated Authority employee with the group or until he/she is satisfied that the unsafe condition has been corrected.

**IF IT APPEARS THAT THE TRAIN IS GOING TO PASS THE FLAGGER'S STOP SIGNAL:**

The flagger must continue to wave the red light or must wave the red flag as a stop signal to the Train Operator, at the same time sounding short blasts of a whistle or air horn to warn the group of the impending danger as long as it is safe to do so. The flagger must then release his/her hold of the red light or flag so that it falls between the running rails. Leave the Stop Arm in its tripping position and step quickly to a place of safety, continuing to sound a whistle or air horn. The flagger and/or supervisor must then **IMMEDIATELY** report the incident by telephone to the Rail Control Center.

- **NYCT Flagging Rule 3.77f**

After all persons, equipment, tools and materials, for which the flagging protection has been established are removed from the track area, and the person in charge of the work reports that the work has been completed, the flagger along with another qualified flagger must remove the flagging protection as follows:

- Remove the Portable Train Stop completely.
- Remove the red light or flag and place it in a concealed position.
- Remove the green lights or flags.

- Remove the yellow lights or flags, keeping all lights lighted until he/she has reached a station platform or the place where the lights are to be stored.

When the flagging protection is removed, all flags must be taken down, not rolled up on the flagstaff where they had been displayed.

- **NYCT Flagging Rule 3.77g**

The employee in charge of the work must remain at the location of the work until all obstructions have been removed, the flagger has safely removed all flagging protection and is safely prepared to leave the site, and until **AT LEAST ONE (1) TRAIN** has safely passed the area where the work was performed.

- **NYCT Flagging Rule 3.77h**

When the flagging protection is removed upon suspension or completion of the work, the Rail Control Center of the Subdivision must be notified by the employee charged with the work.

### LOCATION OF CAUTION AND PROCEED LIGHTS AND FLAGS

- **NYCT Flagging Rule 3.78**

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**NOTE: In accordance with Rule 3.75(c), which states, whenever persons are in under river tunnels a flashing yellow light shall be placed twenty-five (25) feet from the station end which is nearest to the river tunnel in the direction of normal traffic. This flashing yellow light is in addition to the required flagging protection established for the work being performed.**

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- **NYCT Flagging Rule 3.78a**

Caution and proceed lights and flags must be displayed on the right-hand side of the track and so placed that they can be readily seen by the Train Operator of an approaching train.

- **NYCT Flagging Rule 3.78b**

Caution and proceed lights and flags must be displayed in such a manner as not to conflict with the indication of any fixed or miscellaneous signal.

- **NYCT Flagging Rule 3.78c**

At any point where caution lights or flags cannot be displayed on the right-hand side of the track facing the direction of travel as above set forth or on elevated portions where there is no walk on the right-hand side of the track, a flagger must be stationed on the left-hand side to give the caution signal to approaching trains.

- **NYCT Flagging Rule 3.78d**

At any point where a proceed light or flag cannot be displayed on the right-hand side of the track as above set forth or on elevated portions where there is no walk on the right-hand side of the track, one (1) green light and/or one (1) green flag must be displayed at the nearest point on the right-hand side of the track a safe distance or more beyond the farthest point of work or obstruction; such safe distance must be 620 feet in Subdivisions A and B.

## PORTABLE TRAIN STOPS

- **NYCT Flagging Rule 3.79a**

The Portable Train Stop, primarily designed for use by flaggers, is applied to the rail to ensure the positive stop of an approaching train should the Train Operator fail to acknowledge the stop signal displayed by a flagger. It is to be used in connection with flagging operations only after the proper display of caution lights or flags in accordance with these rules.

- **NYCT Flagging Rule 3.79b**

The Portable Train Stop may be used at any point on a track where a temporary train stopping device may be required.

- **NYCT Flagging Rule 3.79c**

The Portable Train Stop consists of two separate units, one known as the Base, the other as the Stop Arm.

- **NYCT Flagging Rule 3.79d**

The effect of the Portable Train Stop, properly installed, is the same as that of the Automatic Stop Arm located at signals. When in position the Stop Arm engages the tripping device of the moving train, causing an emergency application of the brakes.

- **NYCT Flagging Rule 3.79e**

The Portable Train Stop must be applied to the track at the same location at which the flagger is stationed to perform the flagging operation.

- **NYCT Flagging Rule 3.79f**

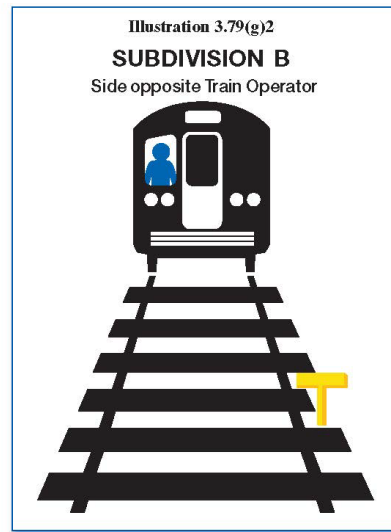
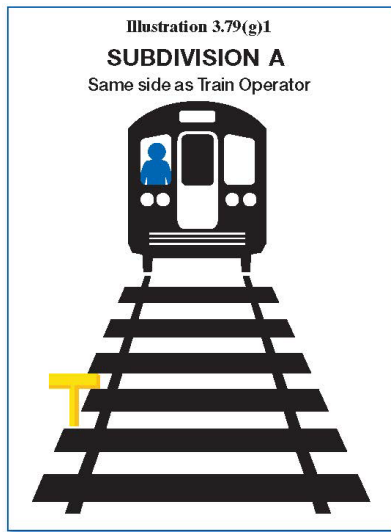
The Portable Train Stop must be so placed that it will engage the tripping device on the forward end of an approaching train.

- **NYCT Flagging Rule 3.79g**

Because the tripping devices on Subdivision "A" cars are located at positions different from those on Subdivision "B" cars, the Portable Train Stop must be applied as follows:

**ON SUBDIVISION A:** - to the outside of the running rail on the same side as the Train Operator's operating cab.

**ON SUBDIVISION B:** - to the outside of the running rail on the side opposite the Train Operator's operating cab.



- **NYCT Flagging Rule 3.79h**

If for any reason it is necessary to apply the Portable Train Stop to the rail other than as above specified, the allowance must be made of an additional one hundred (100) feet on Subdivision “A” and an additional one hundred fifty (150) feet on Subdivision “B” to the distance between the flagger’s position and the start of the work area which he/she is protecting.

- **NYCT Flagging Rule 3.79i**

After the necessary caution lights or flags have been set up in accordance with these rules, the base of the Portable Train Stop must be clamped securely to the base of the rail, with the Stop Arm disengaged. When ready to flag trains using the Portable Train Stop, the flagger must place the Stop Arm securely in its proper tripping position in the base. The flagger must display the red flag or the red light to the full view of the Train Operator of an approaching train. When conditions are safe to allow the passage of a train, the flagger must remove the Stop Arm and perform flagging operations in accordance with these rules.

- **NYCT Flagging Rule 3.79j**

Under no circumstances must the Stop Arm be in its tripping position after the flagger has given a proceed signal to a Train Operator.

- **NYCT Flagging Rule 3.79k**

**Flaggers must exercise special care to avoid unnecessary tripping of trains.**

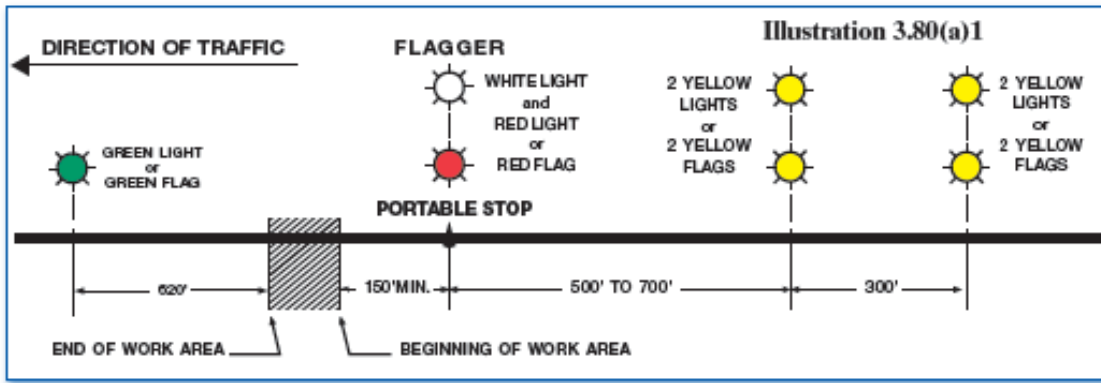
- **NYCT Flagging Rule 3.79l**

Only the flagger placing a particular Portable Train Stop or the flagger’s supervisor may remove the Stop Arm once it has been placed in the tripping position, except upon orders of the Rail Control Center.

- **NYCT Flagging Rule 3.80a**

Two (2) yellow lights or two (2) yellow flags must be displayed at a point **NOT LESS THAN 500 feet**, nor more than 700 feet, in approach to the point selected as the flagger’s station, except as specified in Rule 3.80(d). Two (2) additional yellow lights or two (2) yellow flags must be displayed at a point three hundred (300) feet farther in the direction from which trains approach. If there is a station platform within the three hundred (300) feet the two (2) additional yellow lights or flags are not required.





- **NYCT Flagging Rule 3.80d**

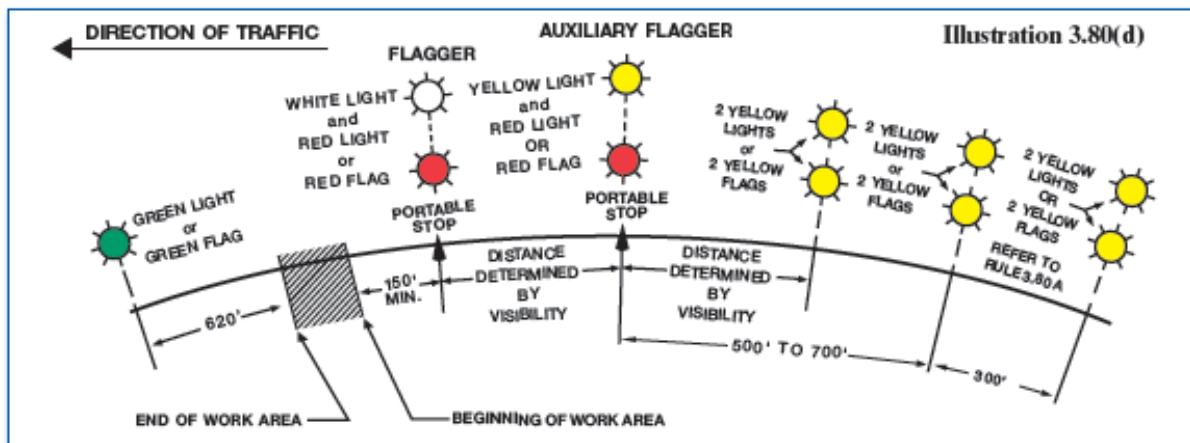
When a flagger’s view of the closest caution lights or flags is limited or obscured by reason of curves or otherwise, an Auxiliary Flagger **MUST** be assigned. When assigned, the Auxiliary Flagger must be stationed at the farthest point, away from the point of work or obstruction, where she/he is still fully visible to the Flagger.

When an Auxiliary Flagger is utilized, the Lead Flagger’s caution lights or flags **MUST** be repositioned from their original location - two yellow lights or flags must be displayed **NOT LESS THAN 500 feet**, nor more than 700 feet, in approach of the Auxiliary Flagger’s location and two yellow lights or flags must be displayed three hundred feet farther in the direction from which trains approach. If the closest repositioned caution lights or flags are not visible to the Auxiliary Flagger, two (2) additional caution lights or flags must be placed at the farthest point, where the caution lights or flags are visible to the Auxiliary Flagger.

The Auxiliary Flagger must be equipped with a whistle or air horn, a yellow light/flag and a red light/flag.

NOTE: Air horns shall be used in areas with excessive noise.

In addition, a Portable Train Stop **MUST** be used. The Auxiliary Flagger will **NOT** remove the portable train stop until the train has come to a stop, unless it is safe to do so. The Auxiliary flagger will then give the Train Operator the “proceed very slowly” signal with their yellow light/flag. The Flagger at the point of work or obstruction will **NOT** remove the portable train stop until the train has come to a full stop unless it is safe to do so.



## **Track Safety Review:**

1. Do not wear loose, ill-fitting, unfastened or unbuttoned apparel while on duty.
2. Do not wear tinted eyeglasses at any time while on duty, unless authorized.
3. Do not use apparel that limits or restricts hearing while on or about the tracks.
4. Do not step, stand or walk on any part of the track structure except the crossties and ballast, or approved walks.
5. Do not sit, step, stand or walk on the third rail protection board, unless specifically required in the performance of duty.
6. Do not sit on any part of the track structure.
7. Do not walk or stand between the running rail and the third rail, unless specifically required in the performance of duty.
8. If necessary to look back when walking, stop before turning the head or body.
9. Do not walk on the running rails.
10. **DO NOT** contact the third rail, or third rail contact shoes while walking about cars; contact shoe pads on train cars are fully energized at all times.
11. Consider third rail to be energized (Live) at all times.
12. Do not run on system property.
13. Do not lean against standing equipment.
14. While on or about the trackways in the performance of duty, be alert for the trains approaching from either direction.
15. Look for and avoid slipping, tripping and falling hazards when walking on or about trackways.
16. Use Extreme Caution when passing between standing cars in yards, lay up tracks, subways, and elevated structure tracks.
17. Do not cross track immediately after a train has passed. Wait until adjacent tracks can be observed for a safe distance in both directions.
18. When on the trackways in the performance of duty, walk against the flow of traffic look in both directions, and clear the occupied tracks upon seeing or hearing the approach of a train; where view is restricted be extremely cautious.
19. Do not yell or make any unnecessary noises as trains are passing you.
20. Do not step onto track behind stopped trains, particularly those arriving at stations, due to the possibility of the train rolling back due to a grade.
21. At all times use a NYCT approved lantern or lamp for protection against moving trains.
22. When clearing up for an approaching train, allow yourself time to look between the third rail and running rail before stepping and also to look in the space you are clearing up for any metal, scrap wire that can twist or fall to the third rail causing a short circuit.
23. Do not enter the tracks without an approved light.
24. Not all trains are required to stop at stations.
25. Keep alert to sound, sight and wind pressure.
26. Wherever possible, walk against traffic - facing on-coming trains.
27. Wear an approved safety vest and safety shoes.
28. Do not walk around curves while other trains are moving in the area. Clear up and wait.
29. Be aware of no clearance areas - know where safe clearance areas are. Be prepared to clear up immediately.
30. **AVOID** - Walking or stepping on anything that shines. Examples: Rails, grease, water, also loose ballast and burned walkways on elevated structures.
31. **DO NOT** walk over moving parts - switch areas.
32. **DO NOT** walk between the 3rd rail and the running rail.
33. Beware of protection boards that are - old, rotten, loose, burned, or protruding nails. Step over, not on the protection boards - USE CARE.

34. Flaggers must light lanterns before entering on tracks to set up. Lanterns must remain lit until flagger is safely back on the station platform when retrieving them.
35. All persons when clearing up for trains must use extreme care not to step into path of a train on adjacent tracks.
36. On structures or open areas, where there are no-clearance areas, do not stand or walk between two tracks; extreme care must be used in thru span areas.
37. When employees are engaged in work in an area protected by flagging, all employees must clear up on the same side of track when a train approaches.
38. Contact shoes on IRT cars protrude 7 inches past car body.
39. Use ladder when ascending or descending to tracks. Do not jump to roadbed.
40. Do not expect train to stop immediately - CONSIDER - Speed - Time – Track Condition.