



New York City Transit
Department of Subways

SAFETY RULES

for

MAINTENANCE OF WAY

and

STATION ENVIRONMENT MAINTENANCE

2016

**NEW YORK CITY TRANSIT
DEPARTMENT OF SUBWAYS
MAINTENANCE OF WAY
STATION ENVIRONMENT MAINTENANCE**

Subject	Classification	Issued	Section
Safety Rule Book	Maintenance of Way (MOW) Station Environment Maintenance (SEM)	10/11/16	Chapter 17

**CHAPTER 17
TRACK SAFETY**

- 17.01 When an employee is incapacitated on the tracks, power should be removed immediately and trains stopped whenever necessary. REMEMBER: ACTION FIRST, NOTIFICATION SECOND.
- 17.02 Employees required to enter the right of way are required to have read and be familiar with the "NYCT Flagging Rules" (dated 12/5/02 or later).
- 17.03 Walking, standing, or otherwise obstructing the track right of way on which trains are operating must only be done in compliance with the NYCT Flagging Rules (dated 12/5/02 or later).
- 17.04 In order to detect approaching trains, be alert to visible signs, sounds, and wind pressure in both directions before crossing tracks.
- 17.05 Do not cross tracks immediately after a train has passed. Whenever possible wait until the track can be observed for a safe distance in both directions.
- 17.06 When crossing the tracks, select a location where there is a walkway to step onto, wherever possible.
- 17.07 Do not assume any section of track is out of service. Expect trains to run at any time, on any track and in any direction.
- 17.08 Before permitting employees to enter the track, the supervisor or employee in charge will instruct all workers as to where they will go if necessary to clear for trains. All employees must clear on the same side of the track, and be aware of no clearance areas identified by the red candy striped "No Clearance" signs.
- 17.09 Wherever possible, do not walk along track with your back to the train. Face the normal direction of traffic. Note the direction on reversed signaled tracks by the signal aspect. Constant vigilance must be maintained in order to know the direction of traffic in effect. Traffic direction may change at any time.
- 17.10 When walking on the track and there is evidence of a train in the vicinity, stop and step into a safe location until it is safe to resume walking.
- 17.11 Do not enter upon or cross any tracks except when absolutely necessary in the performance of your duty. Employees who enter the track must be Track Safety certified by Operations Training.

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Subject	Classification	Issued	Section
Safety Rule Book	Maintenance of Way (MOW) Station Environment Maintenance (SEM)	10/11/16	Chapter 25

- 25.19 Spare rails and scrap rails:
- All spare and scrap rails must be secured in accordance with the current MW-I, Track Standards, *Storage of Materials and Equipment Along the Right-of-Way*.
 - All fasteners and spikes used to secure the rails must be removed immediately when they are no longer needed (e.g., when the spare/scrap rail(s) are removed)

25.20 All tools and equipment used to work on or near high or low voltage electrical equipment or circuits must be properly insulated with approved materials. Both supervision and employees will be held responsible to see that tools and equipment used near a live third rail or power feeders are fully insulated.

The following specifications for the insulation of a tool must be strictly adhered to:

- a) Track wrenches, pinch bars, pry bars, lining bars, and lift bars must be insulated to a point not less than 4" nor more than 6" from the working end.
- b) Claw bars will be insulated not less than 3" nor more than 5" from the heel.
- c) Tie tong and rail tong handles must be completely insulated to a point 2" above the tong joint.
- d) Forks, shovels, spades and similar handled tools must be insulated from the lower portion of the wooden handle to the wide frame of the tool. Proper insulation of said tools can be accomplished by applying four layers of both electrical and friction tape.
- e) All socket wrenches must be completely insulated to a point at least 2" but not more than 4" from the working end.
- f) Nail pullers and similar one-ended tools must be completely insulated from the curve of the claw to the top of the handle.
- g) Pliers, screwdrivers, chisels, etc, will be completely insulated at least 2" from the working end.
- h) All other tools and special tools used near the third rail, or other sources of electrical power, or high voltage feeders, must be fully insulated so as to afford the user complete protection yet not hinder the use of the tool.
- i) All uninsulated tools must be exchanged for properly insulated tools.
- j) If tools are damaged on the job site supervision must be immediately notified and the tool will then be insulated with a minimum of four layers of electrical tape. Insulation temporarily repaired can only be kept in service until the end of the workday. Once work is completed, the tool must be removed from service.
- k) If necessary to work with tools that are improperly insulated, as a result of an emergency, full protection must be provided to avoid contact with third rail or feeders.
- l) Wet tools must be considered improperly insulated and not to be used.
- m) Improper insulated tools must be taken out of service immediately. The supervisor in charge must arrange for proper tool exchange of all uninsulated tools with the tool supply room.
- n) Until a tool exchange has been made, all improperly insulated tools must be tagged and stored separately from tools in good condition.

25.21 Procedures to follow when lifting / dropping rails adjacent to live third rails.

- a) Whenever loading rails onto or unloading rails off a rail car, the person connecting the

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