



Title: Safety on Rapid Transit Tracks

Issued to: CTA and outside agency personnel, as necessary

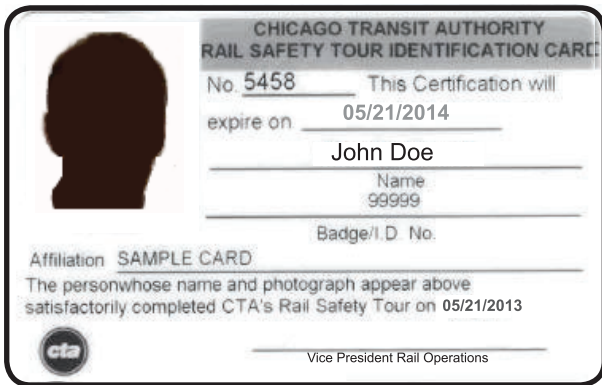
Approved by: 
Chief Transit Operation Officer

Supersedes: Safety on Rapid Transit Tracks, 8130 (07-12-09)

Introduction

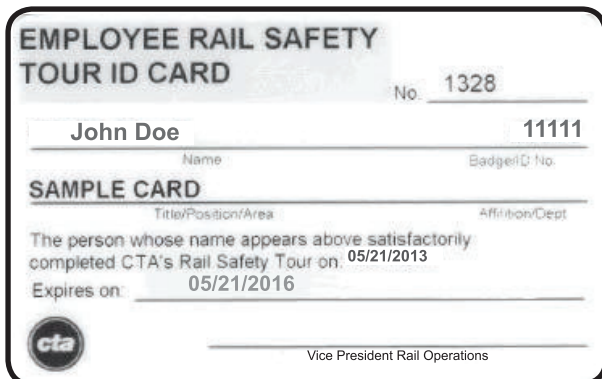
When entering upon or working adjacent to the right-of-way, all personnel must follow established safety procedures including but not limited to those specified in General Safety Bulletin #3026, *CTA Employees on the Rail System Right-of-Way* (September 2007), and current Rail System Rule Book rules. The following guidelines will help you protect yourself and others whenever it is necessary for you to enter the rail system right-of-way.

NOTE: All CTA non-operating employees and employees of outside agencies who are assigned to work on or adjacent to CTA's rail system right-of-way must have successfully completed the Rail System Safety Tour and must carry a valid Rail Safety Tour Identification Card.



- CONDITIONS**
1. This card must remain in the possession of the person certified on the front of this card anytime work is being performed on CTA property.
 2. This card is to be presented by the holder upon request of CTA officials.

Outside Contractor/Agency Employee Rail Safety Tour Identification Card
(valid for one year from date of issue)



- CONDITIONS**
1. This card must remain in the possession of the person certified on the front of this card anytime work is being performed on CTA property.
 2. This card is to be presented by the holder upon request of CTA officials.

CTA Employee Rail Safety Tour Identification Card
(valid for three years from date of issue)

Title: Safety on Rapid Transit Tracks**Communication Before Entering or Working Adjacent to the Right-of-Way**

- A group shall have a pre-entry safety discussion covering evacuation procedures and safety precautions.
- The group must have a CTA two-way radio.
- One person of the group must be designated as the primary contact with the Controller for calling on and off the right-of-way.

PEOPLE ACTIVELY WORKING ON THE RIGHT OF WAY MUST BE IN A GROUP OF AT LEAST TWO. THIS APPLIES TO ACTIVITIES SUCH AS TRAINING, INSPECTING, AUDITING AND REPAIRING. THE ONLY EXCEPTION IS FOR PERSONS RESPONDING TO A CALL FOR ASSISTANCE, SUCH AS A SUPERVISOR OR K202.

When the pre-entry discussion is completed, the designated contact person must notify the Controller via radio of the group's desire to enter the right-of-way. The designated contact person must call the group onto (and off of) the right-of-way *from a station or between two stations* (if entering or exiting the right-of-way at a non-station location).

On the proper route channel notify the Controller of: who you are; the number of people in your group; the area where the group will be on the right-of-way, including the direction of the track upon which the work will be performed; an estimate of how long the group expects to be on the right-of-way at the location; and your radio call number, if applicable.

If the two-way radio becomes non-operational, you must identify yourself and display your employee ID card to the Operator of the next train to approach the station and request the use of the Operator's radio to notify the Controller. If no radio is available, call the Controller from a kiosk telephone or platform telephone, if available.

To ensure that the Controller knows exactly where the group will be, and unless the work area is within the limits of a station, the work area must only be *between two adjacent stations* and must be stated as between those two adjacent stations.

Example: K570: K570 to Control
Control: K570, your message
K570: K570 at 87th. Request permission to enter the right-of-way, northbound between 87th and 79th

Communication When Changing Location

If the group must change location, call the Controller again to call off the prior track area and to call on to the new area. Provide the name of the station through which the group is moving and the next *adjacent* station toward which the group will be proceeding on the right-of-way.

Example: K570: K570 to Control
Control: K570, your message
K570: K570, I'm now off the tracks between 87th and 79th. I'm now at 79th. Request permission to enter the right-of-way northbound between 79th and 69th

Upon the completion of the assignment, notify the Controller (from the station at the end of the last work area) that work is complete and to call off the right-of-way.

Title: Safety on Rapid Transit Tracks**Personal Protective Equipment**

Whenever working on or adjacent to the rail system right-of-way, all members of the group must:

- Wear approved CTA high-visibility fluorescent safety vests, proper footwear, eyeglasses (if prescription; contact lenses are not permitted); and protective headwear, if required;
- Carry and use a flashlight in times or places of reduced visibility; and

The group must possess a working portable flashing yellow light when working in times or places of reduced visibility.

General Precautions

- Be alert; be conscious of hazards presented by the third rail and trains.
- Consider the 600 volt third rail to be energized at all times.
- Never hesitate to signal an Operator to slow down or stop if safety is involved, but do not delay service unnecessarily.
- Exercise caution while on the tracks.
 - Stop and look in both directions before crossing a track. Remain in the clear if a train is approaching. Expect trains to run in either direction, on any track, at any time.
 - Avoid walking on or crossing tracks unless necessary. Use the footwalk whenever possible.
 - Step **over** rails, never on them.
 - Watch for moving switchpoints. Never stand or place any part of your body on or in movable portions of switches, switchpoints or linkage.
 - Do not allow any part of your body, article of clothing, tools or equipment to contact the third rail or any part of a train.
 - Walk against the normal flow of train traffic whenever possible, so you can observe approaching trains.

Actions of Personnel on the Right-of-Way When Trains Approach

1. Stop what you are doing.
2. Call out "Railroad" to warn others who may not be aware of the approaching train.
3. Stand and face the train.
4. Signal the Operator to slow down or stop. Give signals well in advance. If in a group, designate one employee to give all signals.

Title: Safety on Rapid Transit Tracks

5. Make certain all equipment is clear of train traffic.
6. Go to a position where you are clear of approaching trains. Make certain you can be seen by the Operator of any approaching train.
 - Do not step to an adjacent track unless you are sure it is clear and will remain clear until the train passes.
 - Do not stand between trains on curves or in areas of restricted clearance. If caught or trapped between trains, lie down on the footwalk, *making sure you don't contact the third rail.*
7. When you are certain that you and all equipment and personnel are in the clear, *face the train*, then signal the Operator to proceed. In areas of restricted clearance, do not allow two trains to pass on each side of you at the same time. Flag both trains to a stop. Then give a proceed signal to one train at a time. When two trains are traveling in opposite directions, the loopbound train should be given priority, whenever possible.
8. Remain stationary and watch the train until the entire train has passed.
9. Notify the Controller and your immediate supervisor if the Operator fails to respond to signals.

Actions of an Operator Approaching People On or Near Tracks






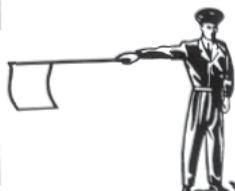
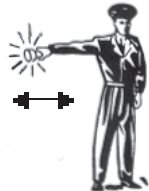
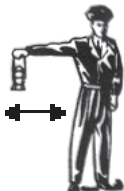







- Warn persons on the tracks by short horn blasts.
- Never operate past anyone on a footwalk or at track level without first receiving a proceed signal and making sure that all people and equipment are in the clear. Stand in the motorcab, open the motorcab window and proceed at restricted speed until the entire train is clear of everyone on or near the tracks.
- Acknowledge all signals with two short horn blasts.
- Obey all signals, lights and signs.
- Notify the Controller to report failure of persons at track level or on footwalks to signal correctly or to stop work and face the train.

Hand, Flag, Flashlight and Lantern Signals (see chart, page 5)

If your duties require you to give signals, you must ensure that you have the proper equipment, in good working order, ready for immediate use. Flags or lights of the prescribed colors must be used whenever normal operation cannot be maintained in a track area.

- Flags or hand signals must be used during daylight.
- Lights must be used during darkness, periods of low visibility, or in subways.
 - During periods of darkness and in the subway, motion is necessary to ensure recognition. When signalling with a light to reduce speed, slowly move the light back and forth horizontally at shoulder height to ensure that the operator sees and recognizes the signal.
- ***The proceed signal shall NEVER be given with a red flag or any red object.***

Title: Safety on Rapid Transit Tracks

		STOP or REMAIN STANDING- Swung horizontally at right angle to track		
		REDUCE SPEED- Held horizontally at arm's length above track being governed		
	<i>NOTE: Proceed signal shall NEVER be given with a red flag OR ANY RED OBJECT.</i>	PROCEED- Raised and lowered vertically above track being governed		<i>Proceed signal shall be given with GREEN or WHITE light.</i> 
		BACK- Swung vertically in a circle at half-arm's length at right angle to track		

Note: The relative speed with which a signal is given indicates the relative speed at which compliance with the signal is desired. Any object or hand waved violently by anyone on or near a track is a signal to stop immediately.

SAFETY IS PART OF THE JOB
Follow all CTA-established rules relating to safe operation, as well as those rules relating to use of tools, materials, equipment and personal safety in performance of these procedures.