The Roadway Worker Safety Manual contains instructions and procedures to provide on-track protection for Roadway Workers. On-Track Protection is a state of freedom from the danger of being struck by moving trains or other railroad equipment.

Federal Regulations
Nothing contained herein shall diminish or enlarge any rights or obligation contained in 49 CFR Section 214.

These rules and instructions govern all Roadway Workers.

Employees subject to this manual must provide themselves with a copy, and keep it current. All employees who are responsible for the on-track protection of others and those who are responsible for their own on-track protection must have this manual at the work site.

In this manual, the masculine pronouns will be used for clarity and ease of reading, and will apply equally to male and female persons.

This manual contains the following rules and instructions:

RW 1 Definitions
RW 2 Responsibilities
RW 3 Job Briefings
RW 4 Emergency Procedures
RW 5 Establishing Working Limits
RW 6 Train Approach Warning
RW 7 Safety Precautions While Crossing Tracks
RW 8 Safety Precautions for Working Around Self-propelled Equipment
RW 9 Movement of Track Cars
RW 10 Radio Rules
RW 11 Good Faith Challenge
RW 12 Operation of Switches
**RW 1 DEFINITIONS**

**ADJACENT TRACKS** - Two or more tracks with track centers spaced less than 25 feet apart.

**BLOCKING DEVICE** - Blocking devices prevent the use of signals, switches, appliances or sections of track. They may be applied through the use of pins, pushbuttons, or computer keypads. Blocking devices shall not be considered effective until the appropriate confirmation on the respective model board or control device has verified that the blocking device is operative.

**CLEARANCE POINT** - the location near a turnout beyond which it is unsafe for passage on an adjacent track.

**DERAIL** - A track safety device designed to guide a car off the rails at a selected spot as a means of protection against collisions or other accidents.

**EFFECTIVE SECURING DEVICE** - A device, used to prevent the operation of a manually operated switch or derail, that is vandal resistant, tamper resistant and designed to be applied, secured, uniquely tagged and removed only by the class, craft, or group of employees for whom the protection is being provided.

**EQUIPMENT** - railroad cars, engines, or track cars.

**EXCLUSIVE USE OF TRACK** - A method of establishing working limits on controlled track in which movement authority is withheld or restricted by the Rail Traffic Controller, or one or more approaches to the working limits are protected by flagmen.

**FLAGMAN** - An employee designated to direct or restrict the movement of trains past a point on a track, to provide on-track protection for roadway workers on non-controlled track. This employee may not perform any other duties.

**FORM M** - A mandatory directive issued by the RTC that contains essential information or instructions.

**FOUL TIME** - A method of establishing working limits on a controlled track. Notification is given to the requesting employee by the Rail Traffic Controller that no trains will operate within a specific segment of that track during a specific time period, and that required blocking devices have been placed on the control console to protect the track that will be fouled.

**FOULING A TRACK** - the location of an individual or equipment in such proximity to a track that the individual or equipment could be struck by a moving train or on track equipment, or in any case is within 4 feet of the field side of the near running rail.

**GANG** - See Roadway Work Group
INACCESSIBLE TRACK - A method of establishing working limits on non-controlled track by physically preventing entry and movement of trains and equipment.

INDIVIDUAL TRAIN DETECTION (ITD) - A form of Train Approach Warning. ITD may be used under strictly defined circumstances by trained and qualified lone workers to provide on-track protection on certain tracks outside working limits.

INTERLOCKING LIMITS - The tracks between extreme opposing signals of an interlocking.

LONE WORKER - An individual Roadway Worker who is not being afforded on-track protection by another roadway worker, is not a member of a gang, and is not engaged in a common task with another roadway worker.

LOOKOUT - A qualified Roadway Worker employee assigned to provide train approach warning to a maximum of two employees.

MAXIMUM AUTHORIZED SPEED (MAS) – The maximum speed authorized by the Operating Rules and Timetable.

MW WORK EXTRA - A train that is being operated within working limits in conjunction with roadway maintenance, construction, or repairs, under the direction of a designated Employee in Charge.

ON TRACK PROTECTION - The state of freedom from the danger of being struck by a moving railroad train or other equipment, provided by operating and safety rules that govern track occupancy by personnel, trains, and on-track equipment.

PILOT - A qualified employee assigned to a train or track car when the Engineer, Conductor, or Track Car Driver is not qualified on the physical characteristics or rules of the railroad or portion of the railroad over which the movement is to be made.

QUALIFIED EMPLOYEE - An employee who has successfully completed all required training for, has demonstrated proficiency in, and has been authorized to perform the duties of a particular position or function.

RAIL TRAFFIC CONTROLLER (RTC) – The employee in charge of the movement of trains and equipment on main and other tracks specified in the Employee Timetable.

RAILROAD BRIDGE WORKER - An employee of, or employee of a contractor of, a railroad responsible for the construction, inspection, or maintenance of a bridge whose assigned duties, if performed on a bridge, include: inspection, testing, maintenance, repair, construction, or reconstruction of the track; bridge structural members; operating mechanisms and water traffic control systems; or signal, communication, or train control systems integral to that bridge.
RESTRICTED SPEED - A speed that will permit stopping within one-half the range of vision, short of train, obstruction, derail, or switch improperly lined, looking out for broken rail and not exceeding 15 miles per hour for the entire movement.

ROADWAY WORKER - A Company employee or an employee of a contractor to Metro-North, whose duties include: inspection, construction, maintenance or repair of track, bridges, roadway, signal and communication systems, electric traction systems, roadway facilities, or roadway maintenance machinery on or near track with the potential of fouling a track, and employees responsible for on-track protection.

ROADWAY WORK GROUP (GANG) - Two or more roadway workers working together on a common task. Also referred to as a Gang.

SWITCH - Two moveable rails and necessary connections designed to permit movement from one track to another.

SWITCH POINTS - Tapered end rail that guides wheels from one track to another.

TRACK BARRICADE - A designated sign or obstruction fastened to a track that prevents access to that track.

TRACK CAR - Specialized equipment other than trains, including highway rail vehicles, operated on-track for inspection or maintenance purposes.

TRACK (Categories)
- **Main Track** - A track designated in the Timetable, where movements are authorized and controlled by a Block Signal System or Interlocking Rules.
- **Controlled Track** - A track under the control of an RTC.
- **Non-Controlled Track** - A track not under the control of an RTC.

TRACK CENTERS - The distance from the centerline of one track to the centerline of an adjacent track.

TRAIN APPROACH WARNING - A method of establishing on-track safety by warning Roadway Workers of the approach of trains or equipment in sufficient time for them to move to or remain in a place of safety.

WATCHMEN - Qualified employees whose sole duty is to warn other roadway workers of the approach of trains or equipment, in order to allow the roadway workers to safely clear to the predetermined place of safety before trains or equipment reach the work site.

WORKING LIMITS - A segment of track within defined limits, upon which trains or equipment may operate only as authorized by the designated roadway worker-in-charge.
### RW 2 RESPONSIBILITIES

#### 2-A ROADWAY WORKERS

All Roadway Workers must:

2. Not foul tracks except when necessary to perform duties.
3. Before fouling any track, each Roadway worker must:
   - Participate in a job briefing, per Rule RW-3
   - Verify that proper on-track protection is being provided, the means of on-track protection, and the limits of the protection
   - Acknowledge understanding of the on-track protection procedures being used
   - Know who is responsible for on track protection
4. Not perform any work that will interfere with the safe passage of trains.
5. Comply with the rules and instructions in this manual and other instructions.
6. Wear a high visibility vest or other approved garment, hard hat and eye protection when working on or about tracks, along the right of way, or in yards.
7. Inspect passing trains and equipment. If dangerous conditions are noted, the roadway worker must take appropriate action to stop the train and notify the Rail Traffic Controller (RTC).

#### 2-B ROADWAY WORKER IN CHARGE

When roadway workers are working on or about track, one employee must be designated the Roadway Worker in Charge. When two or more gangs work as a single gang, one employee must be designated the Roadway Worker in Charge. A lone worker is also considered a Roadway Worker in Charge.

Roadway Workers in Charge are responsible for a safe operation and must take every reasonable precaution to protect employee(s) in their charge.

The Roadway Worker in Charge must:

1. Be responsible for the safety, instruction, performance, and on-track protection of all employees under his jurisdiction.
2. Prepare employees for their job assignments by conducting a job briefing per Rule RW-3.
3. Wear a warning whistle when on or about the track.

4. Make sure that employees comply with all applicable rules.

5. When assigned to work areas where outside contractors are employed, conduct a safety briefing with all roadway workers prior to commencing any work. These safety briefings must be documented on form CSB-1.

Sample Form CSB-1

<table>
<thead>
<tr>
<th>Metro-North Railroad</th>
<th>RECORD OF CONTRACTOR SAFETY BRIEFING</th>
<th>FORM CSB-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadway Workers in Charge must conduct a safety briefing with all roadway workers in the work group prior to commencing any work. The purpose of this briefing is to ensure that workers are informed of all safety issues related to the work for that day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The following items should be covered in the safety briefing if applicable to the job. The Roadway Worker in Charge should also discuss any other safety-related issues as appropriate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ON-TRACK PROTECTION:</strong> Out-of-service tracks, working limits, clearance envelopes, track speeds, locations to clear</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FOUL TIME:</strong> Is foul time available? If so, for how long on what tracks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>POWER:</strong> Status of third-rail, catenary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After completing the safety briefing, the Roadway Worker in Charge must complete the form below, obtain the signature of the Contractor’s Employee-in-Charge, and retain this sheet for 24 hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE _________________ TIME _____________ LOCATION ______________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROADWAY WORKER IN CHARGE’S NAME, OCCUPATION AND EMPLOYEE NUMBER ______________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMENTS: _____________________________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Roadway Worker in Charge has explained, and I understand, the Roadway Worker protection measures in effect at this time for this job.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Personally and continuously supervise any work involving hazards and discuss specific procedures to protect against such hazards.

7. Promptly advise his supervisor if an employee does not comply with orders or correct unsafe work habits.

2-C EMPLOYEE RESPONSIBLE FOR ON-TRACK PROTECTION

If two or more gangs are working within the same working limits, one employee must be designated Employee Responsible for On-Track Protection. The Employee Responsible for On-Track Protection must:

1. Be qualified on the Metro-North Operating Rules, the Roadway Worker Safety Manual, and the physical characteristics of the territory where the work will be performed.

2. Establish on-track protection as required.

3. Conduct job briefings, per Rule RW-3, with each roadway worker that include the on-track protection that will be provided and the safety procedures that will be followed.
4. Before any person fouls a track, inform each roadway worker (including Roadway Workers in Charge if multiple gangs are within working limits) of the on-track protection procedures to be used and followed while the work is being performed.

5. Make sure that protection is in effect on all adjacent tracks that are not included in the working limits when performing large-scale track maintenance, including but not limited to: rail, tie and surface gangs; production in-track welding; ballast distribution; and undercutting. In addition, protection must be provided whenever fouling an adjacent track outside of the working limits or there is the potential of fouling the adjacent track.

6. Notify all roadway workers before the working limits are released for the operation of trains. The work area cannot be released until all affected roadway workers have either left the track or been given on-track protection.

**RW 3 JOB BRIEFINGS**

3-A A job briefing must be held prior to fouling a track, and any time that there is a change in on track safety. All Roadway Workers must participate in this job briefing.

3-B A job briefing must include:

1. The identification of the Roadway Worker in Charge
2. The general plan and procedures for the work to be performed
3. The on-track protection methods that will be used including the means of on-track protection being provided and the limits of the protection
4. Definite work assignments
5. The predetermined place of safety where roadway workers are to clear for trains or equipment
6. The status of adjacent tracks, including the MAS and whether on-track protection is required for the work to be performed
The job briefing is not complete until all roadway workers acknowledge that they understand the on-track protection being provided, and sign the Roadway Worker Safety Briefing Form (RSWB) documenting the briefing.
RW 4 EMERGENCY PROCEDURES

4-A  At all times, employees are required to report by the quickest available means of communication any conditions that may affect the safe movement of trains or the safety of employees or the public. Initial notification should be made to the Operations Control Center at telephone x2050 (outside number 212-340-2050).

4-A(1)  If an event occurs, or conditions are observed, that could interfere with the safe passage of trains, employees must immediately attempt to stop trains by radio, hand signal or other means.

When communicating by radio, the word Emergency, repeated three times, is used to signify a condition that may endanger train movement or the safety of individuals. Use of this word gives the sending and receiving parties’ absolute priority in use of the radio channel.

To stop approaching trains by radio in an emergency, use the following format. Whenever possible, provide a brief explanation of the reason for the emergency transmission:

"Emergency, Emergency, Emergency. All trains approaching (location) come to a stop due to (condition)."

Example: "Emergency, Emergency, Emergency. All trains approaching Yonkers come to a stop due to trespassers on the tracks."

4-A(2)  As quickly as possible after making an Emergency radio transmission or stopping trains by other means, the employee must inform the RTC of the situation, including the employee’s name, craft, location, the reason for the emergency transmission, and what action has been taken by the employee.

4-A(3)  Flag protection must be provided in both directions on all affected tracks until the unsafe condition has been corrected or until informed by the RTC that other protection has been provided.

4-B  If an emergency situation occurs on tracks not controlled by the RTC, or on company property not affecting the right-of-way, the employee must notify the employee in charge of those tracks (such as the Yardmaster for yard tracks), his supervisor, or the MTA Police. All appropriate action must be taken to protect the safety of employees and the public, and to protect company property.

4-C  Any object waved violently by any person on or near the tracks will be taken as a signal to stop. An employee who sees such a signal must immediately bring equipment to a stop, determine the reason for the signal, and take appropriate action.
RW 5 ESTABLISHING WORKING LIMITS

5-A Working limits must be established when:

- Occupying or fouling a track with equipment
- Roadway Workers cannot clear to the predetermined place of safety at least 15 seconds before a train reaches the work location
- Any work is to be performed that would affect the safe passage of trains

5-B Working limits are established by:

- Removing the track from service by Form M Line 3
- Removing the track from service by verbal authority of the RTC where interlocking rules are in effect
- The RTC granting foul time
- Placement of Working Limits Stop Signs
- Establishing Inaccessible Track

5-C REMOVING TRACKS FROM SERVICE [MNR Operating Rule 21-A]

Form M, Line 3 must be used to take a track out of service where MBS or CTC rules are in effect.

5-D VERBAL AUTHORITY OF THE RTC [MNR Operating Rule 21-J]

Where interlocking rules are in effect, tracks will be taken out-of-service with the verbal permission of the RTC.

The RTC will provide the employee requesting the track with the following information:

- Track designation
- Limits of Protection (between locations or at location)
- Time limits
- The time blocking devices were applied and the switches and signals blocked.

The employee must repeat this information to the RTC before the track will be considered out-of-service.

Each work group performing separate tasks must establish their own working limits with the RTC.

5-E FOUL TIME [MNR Operating Rule 22-B]

Foul Time is a method of establishing working limits on controlled track in which the RTC gives verbal permission to foul a specific segment of track during a specific time period. The RTC applies approved blocking
devices to protect the track being fouled; however, the track is not removed from service.

The person requesting foul time must provide the following information when contacting the RTC:
- Track designation
- Specific location where the work is being performed
- A description of the work being performed
- Anticipated time frame required

In granting foul time, the RTC will provide the requesting roadway worker with:
- Track designation
- Limits of Protection (between locations or at location)
- Time limits
- The time blocking devices were applied and the switches and signals blocked

The person requesting foul time must repeat this information to the RTC before the foul time will be considered in effect.

The person requesting foul time must report clear of the track prior to the time limit established by the RTC. However, the RTC is required to maintain protection on the track until the employee reports clear, regardless of the time.

Foul time cannot be used if the work involves on-track equipment or if the work will make the track structure unsafe for operation of trains at Maximum Authorized Speed.

### 5-F PROTECTION BY WORKING LIMITS STOP SIGNS

**[MNR Operating Rule 22-A]**

1. When work is to be performed adjacent to, or with the potential to foul active tracks, or when one track is out-of-service and it is necessary to provide protection for workers and equipment from trains on adjacent tracks, working limits may be established by Form M, Line 4, or by Bulletin Order.

2. When operating equipment that will foul a track where protection is being provided by Working Limits Stop Signs, the worker must communicate with the Employee in Charge to determine that no trains have been authorized to operate in the working limits.

3. Once cleared for a train, the track may not be fouled again until authorized by the Employee in Charge.

4. The Bulletin Order or Form M designating the working limits will indicate the Mobile Unit number of the employee governing entrance to the working limits. Trains and track cars approaching the working limits will
contact the designated Mobile Unit prior to passing the Approach sign or Diverting Approach sign, providing their symbol number, direction of travel if an extra train, and track designation:

**Example:**  *Metro-North No 1318 to Mobile Unit 402, approaching your Working Limits Stop Sign on Track 2, or CSX extra 6843 east to Mobile Unit 402, approaching your Working Limits Stop Sign on Track 2*

5. The employee governing entrance to the working limits must determine that all persons and equipment are clear of the affected track prior to giving trains or track cars permission to pass the Working Limits Stop Sign.

Trains will not pass the Working Limits Stop Sign unless authorized to proceed by verbal permission of the employee governing entrance to the working limits or a proceed signal with a yellow flag. Verbal permission will be given in the following format:

*No. ____ has permission to pass the Working Limits Stop Sign on No. ___ track at MP __._ in a _____ward direction.*

If the train is to operate through working limits at other than Medium speed, the following line is added:

*Proceed at __ MPH (or "at MAS") through working limits.*

6. Hand signals will be given as follows:

<table>
<thead>
<tr>
<th>Illustration</th>
<th>Description</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Hand, flag or light swung horizontally at right angle to the track. The hand, flag or light movement may be above the shoulder.</td>
<td>Stop</td>
</tr>
<tr>
<td>b.</td>
<td>Hand, yellow flag or light raised and lowered vertically.</td>
<td>Proceed</td>
</tr>
</tbody>
</table>

7. After permission is given by the employee governing entrance to the working limits, trains will operate at Medium Speed from the Working Limits Stop Sign until the lead unit has passed the Working Limits Resume Speed sign, unless directed by the Employee in Charge to operate at a lower or higher speed. Working Limits Resume Speed sign may be moved as work progresses.
8. SIGNS USED IN WORK AREAS

a. The following signs are used to govern train movement through work areas.

<table>
<thead>
<tr>
<th>Operating Rule No.</th>
<th>NAME: Approach Sign</th>
<th>PURPOSE: Indicates the approach to a Working Limits Stop Sign.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-F(1)</td>
<td>INDICATION: Proceed prepared to stop at the Working Limits Stop Sign; trains exceeding Medium Speed must immediately begin reduction to that speed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EXCEPTION: See exceptions under Rule 22-A(7).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Rule No.</th>
<th>NAME: Diverting Approach Sign</th>
<th>PURPOSE: Indicates the approach to a Working Limits Stop Sign on other track(s) where it is possible to be diverted onto affected track(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-F(2)</td>
<td>INDICATION: Unless it is determined that train will not be diverted onto affected track(s), proceed prepared to stop at the Working Limits Stop Sign; trains exceeding Medium Speed must immediately begin reduction to that speed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EXCEPTION: See exceptions under Rule 22-A(7).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Rule No.</th>
<th>NAME: Working Limits Stop Sign</th>
<th>PURPOSE: Denotes beginning of work area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-F(3)</td>
<td>INDICATION: Stop unless permission has been received to pass the stop sign. If permitted to pass the Working Limits Stop Sign, trains will operate at speed directed by employee in charge of work area, or Medium Speed if no speed has been specified.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Rule No.</th>
<th>NAME: Working Limits Resume Speed Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-F(4)</td>
<td>INDICATION: Resume speed after lead unit has passed this sign.</td>
</tr>
</tbody>
</table>
9. PLACEMENT OF SIGNS
   a. Approach, Diverting Approach, Working Limits Stop Signs and Working Limits Resume Speed Signs must be placed to the right of each track to be protected for both directions of traffic.
   
b. The signs must be placed to give the greatest possible unobstructed view, considering alignment and other local conditions.
   
c. The reflecting surfaces of signs must be clean to preserve the reflecting ability.
   
d. Working Limits Stop Signs:
      - The Working Limits Stop Sign is placed at the point where the working limits begin.
      - The Working Limits Stop Sign must be in place at the exact time indicated in the Bulletin Order or Form M. It must remain in place until the expiration time listed on the Bulletin Order or Form M.
   
e. Working Limits Resume Speed Signs:
      - The Working Limits Resume sign is placed where the working limits end.
      - Working Limits Resume signs may be moved as the work progresses.
   
f. Approach Signs:
      The Approach Sign is placed so that it faces the direction from which trains are approaching, and is far enough ahead of the Working Limits Stop Sign to permit trains to stop from Maximum Authorized Speed, in accordance with the following table.

<table>
<thead>
<tr>
<th>Max Auth Speed</th>
<th>Minimum Stopping Distance to Working Limits Stop Sign Level or Ascending Grades</th>
<th>Additional Stopping Distance Required for Descending Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Passenger</td>
<td>Freight</td>
</tr>
<tr>
<td>10 mph</td>
<td>199 ft</td>
<td>950 ft</td>
</tr>
<tr>
<td>20 mph</td>
<td>513 ft</td>
<td>1,900 ft</td>
</tr>
<tr>
<td>30 mph</td>
<td>841 ft</td>
<td>3,300 ft</td>
</tr>
<tr>
<td>40 mph</td>
<td>1,220 ft</td>
<td>5,500 ft</td>
</tr>
<tr>
<td>50 mph</td>
<td>1,822 ft</td>
<td>7,600 ft</td>
</tr>
<tr>
<td>60 mph</td>
<td>2,476 ft</td>
<td></td>
</tr>
<tr>
<td>70 mph</td>
<td>2,940 ft</td>
<td></td>
</tr>
<tr>
<td>80 mph</td>
<td>3,746 ft</td>
<td></td>
</tr>
<tr>
<td>90 mph</td>
<td>7,500 ft</td>
<td></td>
</tr>
</tbody>
</table>
g. Signs will be erected in the following order:
   1. Working Limits Resume Speed Signs
   2. Approach, and Diverting Approach Signs
   3. Working Limits Stop Signs

   Signs must be taken down in reverse order.

\begin{figure}
\centering
\includegraphics[width=0.5\textwidth]{roadway-worker-safety-manual/working-limits.png}
\caption{Working Limits on Non-Controlled Tracks (Inaccessible Track)}
\end{figure}

\section*{5-G WORKING LIMITS ON NON-CONTROLLED TRACKS (INACCESSIBLE TRACK) [MNR Operating Rule 22-C]}

1. To establish working limits on non-controlled track, all points of entry to that track must be rendered physically inaccessible in one of the following ways:

   - A switch or derail is lined to prevent access to the working limits, secured with an effective securing device and properly tagged with an RW2 tag. The securing device and tag may be removed only at the direction of the employee in charge of the working limits.
   - A remotely controlled switch is aligned to prevent access to the working limits and secured by a blocking device applied by the person who controls the switch. BDA must be confirmed by the employee applying the device before the protection is considered in effect, and the blocking device may not be removed until authorized by the employee requesting protection.
   - The Roadway Worker in Charge of the working limits on the inaccessible track establishes working limits on a controlled track that connects directly with the inaccessible track.
   - A rail is disconnected or a track barricade erected.
   - A flagman is assigned to hold trains and track cars clear of the working limits.

2. In addition to complying with paragraph 1 above, in yards where tracks come under the authority of the Yardmaster or the Mechanical Department, verbal authorization must be obtained from either the
Yardmaster or designated Mechanical Department employee to obtain exclusive track usage and to establish the working limits.

3. Movements within working limits may be made only with permission of the Roadway Worker in charge.

4. Blue Signal Protection is used by the Mechanical Department and cannot be used by Roadway Workers. If the track to be protected is equipped with a Mechanical Department derail and blue flag, only the derail can be used to establish working limits. The derail must be tagged with a Form RW-2 and secured with a lock that only the Roadway Worker-in-Charge can remove.

Sample RW-2 Tag

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**DANGER-DO NOT OPERATE**

**TRACK OUT-OF-SERVICE**

Use of this track requires the permission of the Roadway Worker-in-Charge below.

<table>
<thead>
<tr>
<th>Location</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Track Designation</td>
<td></td>
</tr>
<tr>
<td>Reason Track is Out-of-Service</td>
<td></td>
</tr>
<tr>
<td>Roadway Worker-in-Charge</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Date Applied</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
</tbody>
</table>

---

MTA Metro-North Railroad
RW 6  TRAIN APPROACH WARNING

6-A  Train Approach Warning can be established by:
• Watchmen and Advance Watchmen
• Lookout

Train Approach Warning may not be used when:
• Occupying or fouling the track with equipment
• Work will affect the safe passage of trains
• There is no place of safety for Roadway Workers to clear for trains
• It is not possible for Roadway Workers to clear at least 15 seconds before trains reach the work location

6-B  CLEARING THE TRACK

1. When roadway workers are notified or become aware of the approach of a train, all work must stop. All persons must clear to the predetermined place of safety at least 15 seconds prior to the arrival of the train. Always expect that the train is operating at maximum authorized speed for passenger trains. The chart below shows the distance trains will travel in 15 seconds.

<table>
<thead>
<tr>
<th>Speed (MPH)</th>
<th>Distance Traveled in 15 sec</th>
<th>Speed (MPH)</th>
<th>Distance Traveled in 15 sec</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>220 ft</td>
<td>55</td>
<td>1210 ft</td>
</tr>
<tr>
<td>15</td>
<td>330 ft</td>
<td>60</td>
<td>1320 ft (1/4 mile)</td>
</tr>
<tr>
<td>20</td>
<td>440 ft</td>
<td>65</td>
<td>1430 ft</td>
</tr>
<tr>
<td>25</td>
<td>550 ft</td>
<td>70</td>
<td>1540 ft</td>
</tr>
<tr>
<td>30</td>
<td>660 ft</td>
<td>75</td>
<td>1650 ft</td>
</tr>
<tr>
<td>35</td>
<td>770 ft</td>
<td>80</td>
<td>1760 ft</td>
</tr>
<tr>
<td>40</td>
<td>880 ft</td>
<td>85</td>
<td>1870 ft</td>
</tr>
<tr>
<td>45</td>
<td>990 ft</td>
<td>90</td>
<td>1980 ft</td>
</tr>
<tr>
<td>50</td>
<td>1100 ft</td>
<td>95</td>
<td>2090 ft</td>
</tr>
</tbody>
</table>

2. When clearing the track, roadway workers must clear to the predetermined place of safety designated by the Roadway Worker in Charge during the job briefing. When working on a track where working limits are established, workers may clear for trains or equipment in the gage of the out-of-service track.

3. Tools, objects, material or equipment must not be left where they could be struck by the passing train.
4. Workers should face the direction from which the train is approaching and watch for projecting, dragging or falling objects.

5. Workers must remain clear until notified that it is safe to resume work.

6. Workers who are operating equipment within the gage of the track must stay on their machine. Workers operating equipment not within the gage of the track should leave the equipment and clear to the predetermined place of safety.

6-C WATCHMEN AND ADVANCE WATCHMEN

1. Watchmen establish on-track protection outside of working limits by warning employees of the approach of trains in ample time for them to move to or remain at a predetermined place of safety. Advance watchmen are assigned when sight distance prevents the watchman from providing sufficient warning to Roadway Workers.

   The Roadway Worker in Charge assigns watchmen and advance watchmen. If a watchman has not been assigned, the Roadway Worker in Charge, if qualified, may act as a watchman.

2. In order to become a qualified watchman, a Roadway Worker must complete the annual Roadway Worker Safety Class and pass a watchman physical every two years. Qualified watchmen must carry their qualification card (MW-200) at all times when on duty.

3. ASSIGNING WATCHMEN AND ADVANCE WATCHMEN
   a. Only qualified watchmen may be assigned.
   b. If employees may have trouble hearing the watchmen’s warning whistle due to noisy machinery, the size of the gang, or any other reason, other methods of on-track protection must be provided.
   c. Advance watchmen must be assigned if the watchman does not have sufficient sight distance to clear the gang at least 15 seconds before the train or equipment reaches the work site. Refer to Rule RW 6-B for the distances a train travels in fifteen seconds.

4. STATIONING WATCHMEN AND ADVANCE WATCHMEN

   The stationing of watchmen and advance watchmen is the responsibility of the Roadway Worker in Charge.

   Watchmen must:
   a. Be stationed so that they are clear of all tracks, except that when it is not practical to station watchman clear of all tracks,
watchman may be positioned on tracks where Working Limits are established.

b. Be able to see trains approaching from either direction far enough in advance to allow time for all roadway workers to reach the predetermined place of safety at least 15 seconds before the train or equipment reaches the work location.

c. Be close enough to the gang to allow employees to hear the audible warning device clearly.

d. Be stationed far enough from the gang to prevent being distracted by the work. When employees are working near noisy equipment that will interfere with the watchman’s ability to communicate with the employees, station an employee at the equipment’s shut-off valve. This employee observes the watchman and, at the watchman’s signal, shuts off the equipment so that the other employees can hear the watchman’s signals.

e. Station advance watchmen far enough from the gang that they can clear the gang at least 15 seconds before the train reaches the work location.

5. RESPONSIBILITIES OF WATCHMEN

a. Watchmen must give full attention to detecting the approach of trains and equipment.

b. Watchmen must not perform any other duties.

c. Watchmen must signal employees to clear to the predetermined place of safety when required.

d. Watchmen must acknowledge and act upon signals from Advance Watchmen.

6. Watchmen must not leave their assigned station until informed by the Roadway Worker in Charge that the gang is no longer fouling the track and watchmen are no longer needed, or until another assigned watchman is in position.

7. DUTIES OF WATCHMAN

When a train or on-track equipment approaches from either direction on any track, the watchman must immediately warn employees to clear to the predetermined place of safety. Employees must be in the clear at least 15 seconds before the train reaches the work location. Always expect that the train is moving at the maximum authorized speed for that track.
Watchmen will signal employees of an approaching train as follows:
- Sound an audible warning device
- Hold the orange disc at arm’s length above head. This signal is to be maintained until the train is clear of the work location.

Watchmen will signal employees that it is safe to resume work as follows:
- Hold the orange disc horizontally at arm’s length toward the work site.

8. DUTIES OF THE ADVANCE WATCHMAN

Advance watchmen are responsible for watching for approaching trains and signaling the watchman when a train is approaching. The watchman repeats the signal.

Advance Watchmen will signal the watchman of an approaching train as follows:
- Sound an audible warning device
- Hold the orange disc at arm’s length above head.

Advance Watchmen will signal the watchman that it is safe to resume work as follows:
- Hold the orange disc horizontally at arm’s length toward the work site.

If the watchman does not acknowledge the signal of the advance watchman, the advance watchman will signal the approaching train to stop.

Watchman’s signal to clear to the predetermined place of safety.  Watchman’s signal to return to work
9. REQUIRED EQUIPMENT FOR WATCHMEN AND ADVANCE WATCHMEN

Watchmen, advance watchmen and employees in charge must have the appropriate equipment to perform their duties. The equipment must be in good condition and ready for use. The audible device must be worn outside of the watchman's clothing for quick access.

The following equipment is required:

<table>
<thead>
<tr>
<th>Visibility</th>
<th>Employee Classification</th>
<th>Equipment Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>Watchman</td>
<td>Audible warning device</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standard orange disc</td>
</tr>
<tr>
<td></td>
<td>Advance watchman</td>
<td>Audible warning device</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standard orange disc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Red flag</td>
</tr>
<tr>
<td></td>
<td>Employee in Charge</td>
<td>Audible warning device</td>
</tr>
<tr>
<td>Poor, also for nights and in tunnels</td>
<td>Watchman</td>
<td>Audible warning device</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suitable white light</td>
</tr>
<tr>
<td></td>
<td>Advance watchman</td>
<td>Audible warning device</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suitable white light</td>
</tr>
<tr>
<td></td>
<td>Employee in Charge</td>
<td>Audible warning device</td>
</tr>
</tbody>
</table>

6-D LOOKOUT

1. A lookout is an employee assigned to provide train approach warning to a maximum of two employees. A lookout is not required to be a qualified watchman.

2. A lookout must:
   • Give full attention to detecting the approach of trains or equipment from either direction.
   • Not perform any other duties.
   • Carry company approved whistle which is to be worn outside of clothing for quick access if needed to provide additional warning.
   • Warn the affected employee(s) in sufficient time to allow them to clear to the predetermined place of safety at least 15 seconds prior to the arrival of the train or equipment.

3. The lookout must be positioned at a location that ensures the affected employee can hear a verbal warning. If noise prevents the worker from hearing a verbal warning, the lookout must be positioned so as to touch the employee to warn of the approach of trains or equipment. When a lookout is providing train approach warning for two employees, both employees must be within twenty (20) feet of each other and able to hear a verbal warning to clear to the predetermined place of safety.
4. Lookout must not leave their assigned station until all employees being protected are no longer fouling the track and have confirmed with the lookout that they will remain in the clear.

6-E INDIVIDUAL TRAIN DETECTION (ITD)

1. Individual Train Detection (ITD) is a means of on-track protection in which a Lone Worker maintains on track safety by seeing approaching trains and clearing the track to the predetermined place of safety a minimum of 15 seconds prior to the arrival of the train or equipment. ITD may be used under strictly defined circumstances by qualified lone workers on certain tracks outside working limits.

2. Lone workers who cannot comply with all the provisions of ITD must establish another form of On-Track Protection before fouling any track.

3. Lone workers have the right to chose to use types of on-track protection other than ITD if they feel it is necessary to perform the work safely.

4. Lone workers who foul a track while performing routine inspection or minor repairs may use ITD for protection only if the following eight conditions are met:
   a) The worker is trained and qualified to use ITD
   b) The work is not being performed within an interlocking
   c) The worker is able to visually detect the approach of a train moving at MAS and move to the predetermined place of safety at least 15 seconds before the train reaches the worker's position. The place of safety may not be on another track unless working limits are established on that track.
   d) There are no power-operated tools or roadway maintenance machines in use within the range of hearing.
   e) The worker’s ability to see and hear approaching trains or on-track equipment is not impaired by background noise, lights, fog, precipitation, passing or standing trains, or any other physical conditions.
   f) The worker does not occupy a position or engage in an activity that would interfere with his ability to maintain a vigilant lookout for, and detect the approach of, a train in either direction.
   g) The worker conducts a job briefing with his supervisor or a designated employee, such as the RTC, before fouling a track. This briefing must include:
      • The worker’s planned itinerary, and
      • The method on-track protection to be used.
   h) The worker has completed and is carrying an Individual Train Detection Permit. Only one permit can be in effect at a time.
Sample Individual Train Detection Permit

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Line</th>
<th>Branch</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Briefing Conducted with</th>
<th>Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Track</th>
<th>From</th>
<th>To</th>
<th>Speed</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Locations</td>
<td>From</td>
<td>To</td>
<td>Speed</td>
<td>Distance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Check List**

In order to use Individual Train Detection, employees are required to:

- [ ] Conduct Job Briefing
- [ ] Discuss Protection to be used
- [ ] List all Work Locations

I will comply with all Safety Rules and Roadway Worker Safety Manual instructions:

<table>
<thead>
<tr>
<th>Speed</th>
<th>Sight Distance Table</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 mph</td>
<td>220 ft</td>
<td>40 mph</td>
</tr>
<tr>
<td>15 mph</td>
<td>330 ft</td>
<td>45 mph</td>
</tr>
<tr>
<td>20 mph</td>
<td>440 ft</td>
<td>50 mph</td>
</tr>
<tr>
<td>25 mph</td>
<td>550 ft</td>
<td>55 mph</td>
</tr>
<tr>
<td>30 mph</td>
<td>660 ft</td>
<td>60 mph</td>
</tr>
<tr>
<td>35 mph</td>
<td>770 ft</td>
<td>65 mph</td>
</tr>
</tbody>
</table>

Employee Signature: __________________________________________________________

THIS PERMIT MUST BE CARRIED BY THE EMPLOYEE WHILE USING ITD.
RW 7   SAFETY PRECAUTIONS WHILE CROSSING TRACKS

Before crossing tracks, workers must:

1. Expect equipment to move on any track, in either direction, at any time.
2. Be certain there is a safe place to clear for trains.
3. Take into account track speed, sight distance, and how long it will take to cross.
4. Cross tracks at least 15 feet from standing equipment.
5. Avoid crossing in front of moving equipment when possible. If necessary to cross in front of a moving train or equipment, the worker must be able to reach the opposite side at least 15 seconds before train or equipment arrives.
6. **Stop** and look both ways before crossing **each** track, and take the shortest safe route.
7. Use an approved walkway when available.
RW 8 SAFETY PRECAUTIONS FOR WORKING AROUND SELF-PROPELLED EQUIPMENT

8-A The following precautions must be taken when working on or around self-propelled equipment:

- All persons operating and riding on self-propelled equipment must understand the duties that each person will perform.
- Workers must use the handrail when getting on, riding on, or getting off equipment.
- Employees are prohibited from getting on or off moving equipment.

8-B Persons working near or observing equipment must communicate with the equipment operator to ensure that they and any others in the immediate vicinity understand:

- The normal equipment operating procedures
- The location of all employees working around or observing equipment
- The operator’s blind spots

8-C Whenever possible, employees should keep outside the 15-foot safe area around the equipment. If duties require employees to be within the 15-foot safe area around the equipment, the employee must communicate with the equipment operator and establish safe locations for the employee while work is being performed.

8-D When operating self-propelled equipment, the following precautions must be taken:

1. The operator must be qualified to operate the equipment or qualifying under the supervision of a qualified employee. Qualified employees must carry their qualification card (MW-200) at all times when on duty.
2. Whenever possible, the Operator’s Manual should be available on the equipment for reference to safe operating procedures.
3. Brakes must be tested immediately after starting to travel.
4. The operator must communicate with any employee(s) who are near the equipment regarding:
   - Normal equipment operating procedures
   - Location of employee(s) working around or observing the equipment
   - Operator’s blind spots
5. The equipment must not operate within 15 feet of employee(s) working in front of or behind the equipment unless the operation requires employee(s) to be closer, and the operator and employees have communicated.
6. When employee(s) are getting on, getting off, or moving between self-propelled equipment:
   • Stop the equipment
   • Disengage the clutch or gears
   • Set the brakes to hold

7. The equipment operator must not allow anyone or anything to distract him from his duties. If distracted, the operator must stop all movement.

8-E At least a 30 foot separation should be maintained between standing or working equipment to avoid collisions. This separation distance should be increased when the equipment is working in territory where grades or curves limit the sight distance, or when the rail is wet, icy, or oily. When the operation requires, the 30-foot distance between equipment may be reduced after ensuring that no employee(s) are on the ground between the equipment.

8-F The following horn signals will be used by the operator of self-propelled equipment:

<table>
<thead>
<tr>
<th>Sound</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>o</td>
<td>Indicates a short sound</td>
</tr>
<tr>
<td>____</td>
<td>Indicates a long sound</td>
</tr>
</tbody>
</table>

8-G The following factors must be considered when determining a working speed for the equipment:
   • Location of employee(s) required to be on the track in the area
   • Operator visibility
   • Braking distances
   • Speed required to do the job
   • Physical characteristics of the track
   • Environmental conditions

8-H Self-propelled equipment must not foul an adjacent track with any part of the equipment unless:
   • The adjacent track is a controlled track and exclusive use or foul time has been established on the track, or
   • The adjacent track is a non-controlled track and the track has been made inaccessible.
MOVEMENT OF TRACK CARS

9-A Movement of track cars is governed by Rule 23 of the Metro-North Railroad Operating Rules. In the event of conflict between these instructions and the Operating Rules, the Operating Rules will govern.

9-B TRACK CAR DRIVERS

1. Foremen, track car drivers, and other designated employees are responsible for the movement of track cars.

2. Employees who receive Form Ms for track car movement must be qualified on the Operating Rules, Employee Timetable and the physical characteristics of the territory over which they operate.

3. Operators of individual pieces of equipment who are not qualified on the Operating Rules and physical characteristics must be piloted by a qualified employee.

9-C RIDERS

Only authorized individuals may ride in track cars.

A roadway worker, other than the operator, is prohibited from riding on any on-track roadway maintenance machine unless a safe and secure position for each roadway worker on the machine is clearly identified by stenciling, marking, or other written notice.

9-D INSPECTION OF TRACK CARS

Prior to operating any track car, the foreman, track car driver or other qualified employee must perform a visual inspection to determine that the track car is in safe condition. A brake test must be conducted immediately after starting movement. Any condition that would inhibit safe operation must be reported to their immediate supervisor and corrected prior to operating. If equipment cannot be repaired, and if the non-compliant condition does not affect the safety of the operation, the defect shall be reported and indicated with the RMM 1 tag.
### Sample RMM 1 Tag

**Metro-North Railroad**

<table>
<thead>
<tr>
<th>R.M.M. 1</th>
<th>Tag #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACHINE/VEHICLE UNIT #</td>
<td></td>
</tr>
<tr>
<td>APPLIED BY</td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>/ /</td>
</tr>
<tr>
<td>DEFECT</td>
<td></td>
</tr>
<tr>
<td>SUPERVISOR NOTIFIED</td>
<td></td>
</tr>
</tbody>
</table>

---

**Metro-North RR**

<table>
<thead>
<tr>
<th>R.M.M. 1</th>
<th>Tag #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACHINE/VEHICLE UNIT #</td>
<td></td>
</tr>
<tr>
<td>APPLIED BY</td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>/ /</td>
</tr>
<tr>
<td>DEFECT</td>
<td></td>
</tr>
<tr>
<td>SUPERVISOR NOTIFIED</td>
<td></td>
</tr>
</tbody>
</table>

---

#### 9-E  FLAGGING EQUIPMENT

Track cars must not be operated from their origination point without being equipped with a minimum of one red flag, a white light, and 6 fusees. When multiple track cars are operated under one authority, only the leading and trailing piece are required to carry flagging equipment.

#### 9-F  SPEEDS  [MNR Operating Rules 21-G, 23-Q and 23-R]

1. All Track Cars are required to operate at **Restricted Speed** on out-of-service tracks and non-controlled tracks.
2. MAXIMUM AUTHORIZED SPEEDS FOR TRACK CARS

<table>
<thead>
<tr>
<th>Rule</th>
<th>Type of Track Car</th>
<th>Maximum Authorized Speed Will operate at</th>
<th>Not exceeding (MPH)</th>
<th>Forward</th>
<th>Backward</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-Q(1)</td>
<td>Rail Detector Car, Geometry Car, Catenary Maintenance Vehicle</td>
<td>Psgr train speeds</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>23-Q(2)</td>
<td>Highway Rail Cars – Passenger type</td>
<td>Psgr train speeds</td>
<td>50</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>23-Q(3)</td>
<td>Highway Rail Cars – Truck type</td>
<td>Frt train speeds (NOTE 1)</td>
<td>30</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>23-Q(4)</td>
<td>All self-propelled machinery of a rotating type</td>
<td>Frt train speeds (NOTE 1)</td>
<td>25</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>23-Q(5)</td>
<td>Aerial towers. Truck-mounted hoisting equipment, other equipment with rigid highway-rail mounting</td>
<td>Frt train speeds (NOTE 1)</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>23-Q(6)</td>
<td>All other Track Cars not specified above</td>
<td>Frt train speeds (NOTE 1)</td>
<td>25</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

NOTE 1 - Freight train speeds for trains hauled by MNR engines will apply.

23-R SPECIAL SPEED RESTRICTIONS FOR TRACK CARS

23-R(1) Track cars will not exceed 5 MPH:

- Through crossovers, turnouts, and diamonds
- When passing standing trains

23-R(2) Track cars will not exceed 1 MPH through self-guarded frogs.

23-R(3) Track cars will STOP, then proceed not exceeding 1 MPH when diverging over spring frogs.

23-R(4) Track cars will come to a safe stop when being passed by a train on an adjacent track.

23-R(5) Track cars will STOP before proceeding over highway grade crossings, and will yield right-of-way to highway traffic. Maximum speed for track cars over highway grade crossings is 5 MPH.

23-R(6) When operating under a Form M Line 1 or Line 2 authority, a track car in a multiple track car movement, other than the lead unit, must regulate its speed to permit stopping short of track car ahead.
RW 10 RADIO RULES [MNR Operating Rule 5]

10-A RADIO REQUIREMENTS FOR MW EQUIPMENT

A single track car or piece of MW equipment operated on the right-of-way must be equipped with a working radio.

When multiple track cars or pieces of MW equipment are operated under a single movement authority, at least one unit must have a working radio.

10-B RADIO REQUIREMENTS FOR INDIVIDUAL ROADWAY WORKERS

Individual roadway workers and employees assigned to protect groups of roadway workers shall be provided with, and maintain access to, a working radio.

10-C PROCEDURE FOR USE OF RADIOS

To originate a radio call, the employee must:

- Listen to ensure that the channel is clear
- Identify their employing railroad
- Identify themselves, as follows:
  - For track cars, "TC" and the track car number
  - For other persons and portable units; the employee's title, last name, and location.

10-D KEY WORDS USED IN RADIO TRANSMISSIONS

- **ROGER** indicates that the message has been received and understood, or that the instructions have been repeated correctly.
- **OVER** is used at the end of each transmission for which a response is expected.
- **OUT**, preceded by the sending party's identification, is used at the end of the transmission when no response is expected.

The word **EMERGENCY**, repeated three times, will be used to signify a condition which may endanger train movement or the safety of individuals. Use of this word gives the sending and receiving parties the absolute priority in the use of the radio channel.

10-E If radio communications fail, other means of communications must be used to ensure safety and avoid delay.
1. An employee qualified on, and governed by, the Metro-North Operating Rules has the right to challenge, in good faith, any directive that would violate a Metro-North rule or instruction in the following areas:
   a. Operating Rules
   b. Timetable
   c. Equipment Operating Instructions
   d. Electrical Instructions
   e. Emergency Instructions
   f. General Safety Instructions
   g. Bulletin Orders and General Notices
   h. Roadway Worker Safety Manual

   Once a good faith challenge is made the employee has the right to refuse to act on the directive until the challenge is resolved. The challenging employee may be directed to perform other tasks unrelated to the challenge.

   Another qualified employee may perform the challenged task, once this employee is informed of the challenge and does not also make a good faith determination that the task would violate a rule.

2. **Employee Responsibility**

   An employee shall immediately inform the supervisor whenever he makes a good faith determination that he has been directed to violate a rule.

   An employee may only challenge a rule on which he is qualified.

3. **Good Faith Challenge Procedure**

   An employee invoking a challenge must proceed in the following manner:
   a. Inform the supervisor who has issued the directive that complying with it would violate one or more rules and/or instructions. Whenever possible identify the rule or instruction.
   b. Inform the supervisor of all pertinent conditions involved to ensure that he is aware of the basis of the challenge.
   c. If the employee making the challenge is working with one or more other employees, he will immediately conduct a safety briefing, reviewing information provided in steps 1 and 2 with all involved parties.

   A challenge may be resolved without a second supervisor review or completion of a good faith challenge form by one of the following:
   a. A supervisor’s acceptance of the challenge. The supervisor and employee will determine safe procedures to complete the task.
   b. The challenging employee accepts the directive.
   c. A compromise solution acceptable to both parties.
4. Procedure When Being Ordered to Comply with a Directive

The challenging employee(s) must request a second review by another supervisor.

The following is a listing of supervisors responsible for conducting a second review of a challenge:

<table>
<thead>
<tr>
<th>Operations Services</th>
<th>Maintenance of Equipment</th>
<th>Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Managers</td>
<td>Foremen</td>
<td>Assistant Supervisors</td>
</tr>
<tr>
<td>District Superintendents</td>
<td>General Foremen</td>
<td>Supervisors</td>
</tr>
<tr>
<td>Line Superintendents</td>
<td>Facility Directors</td>
<td>Managers</td>
</tr>
<tr>
<td>General and System Road Foremen</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Chief Rail Traffic Controllers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Rules Dept. Supervisors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Operations Services supervisors are listed in Timetable SI APPENDIX 2 with contact information listed in Timetable SI APPENDIX 3.

The second reviewing officer must not be the supervisor who issued the challenged directive or that person’s subordinate.

A supervisor may only issue a directive or be a reviewing officer on rules on which he is qualified.

The second reviewing supervisor may resolve the challenge by:
   a. Overruling the original supervisor, or
   b. Suggesting an alternative acceptable to all parties, or
   c. Ordering the employee(s) to comply with the original supervisor’s directive.

If a directive being challenged is issued by a Rail Traffic Controller, a Chief Rail Traffic Controller may be the second reviewing officer.

The employee will not be required to comply with the directive until completion of a second review.

An employee who adheres to these procedures when making a Good Faith Challenge, will not be subject to discipline for violation of a rule or instruction when being ordered to comply by a second reviewing supervisor.

An employee must document his challenge by completing the Good Faith Challenge Form (MN-GFCF) whenever requesting a second review by another supervisor, prior to his completion of tour of duty. He must submit a copy to a supervisor listed in Timetable SI APPENDIX 2, or other identified supervisor, also prior to his completion of tour of duty. A written response from the Rules Department will be issued within 30 days of submission.
The good faith challenge is not intended to abridge any rights or remedies available to the employee under a collective bargaining agreement or any other federal law.

<table>
<thead>
<tr>
<th>A</th>
<th>Employee Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Craft)</td>
<td>(Name)</td>
</tr>
<tr>
<td>On</td>
<td>at is making a good faith challenge on a directive issued by</td>
</tr>
<tr>
<td>(Train Number or Job Symbol)</td>
<td>(Location)</td>
</tr>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>(Title)</td>
<td>(Name)</td>
</tr>
<tr>
<td>On</td>
<td>at</td>
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<tr>
<td>(Date)</td>
<td>Ins</td>
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B Conditions surrounding the basis of challenge:

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C I believe the directive is in violation of rule/instruction number Listed in the (Identify the Document or Manual)

D Review by Second Supervisor

<table>
<thead>
<tr>
<th>Employee Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Title)</td>
</tr>
</tbody>
</table>

Has made the following determination:

- The challenge is upheld and the employee is not required to comply
- An alternative was found which was acceptable to all parties
- The challenging employee is ordered to comply with the directive

Describe Alternative:

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E Signatures

<table>
<thead>
<tr>
<th>Challenging Employee</th>
<th>(Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Supervisor Issuing the Directive)</td>
<td>(Date)</td>
</tr>
<tr>
<td>(Second Supervisor)</td>
<td>(Date)</td>
</tr>
</tbody>
</table>

F Instructions

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RW 12
OPERATION OF SWITCHES [MNR Operating Rule 19-A]

12-A  HAND OPERATED AND POWER SWITCHES AND DERAILS

12-B  Employees operating or verifying the position of switches and derails must be qualified on their use, and are individually responsible for the position of switches and derails used. Before a train crew leaves the location where a main track switch was operated, all crew members must communicate with each other to confirm that the switch, and derail if any, are locked in the normal position.

12-C  Switches connecting main tracks with sidings or yard tracks are in normal position when lined for movement on the main track. Switches connecting sidings with yard tracks are in normal position when lined for movement on the siding. In all other cases, there is no normal position for switches unless designated in the Timetable. Except on designated mechanical tracks, or as otherwise specified in the Timetable, the normal position of a derail is in the derailing position. When not in use, switches and derails must be in normal position and locked, if so equipped.

If switch is used to clear a main track or siding, switch and derail, if any, must be in normal position, and, if so equipped, locked, before reporting clear.

12-D  To operate a switch equipped with electric lock:

1. Remove padlock for electric lock switch in main track
   Equipment occupying main track must be not less than 10 feet nor more than 70 feet from the switch point
2. After receiving lock release, operate the switch point for the electric lock switch
3. Operate derail or switch in yard track

To restore switch to normal after movement is complete:

1. Restore switch and derail in yard track to normal position
2. Restore switch in main track to normal position
3. Replace padlock
Where main track switch targets are used, the normal position of main track switches will be indicated by a green target; diverging position of main track switches will be indicated by a red target.

After operating switches, employees must examine the switch points and know that they fit the rail properly, and if so equipped, that switch target corresponds with the switch's position. Where derails are in service, employees must observe that they are in the proper position before and after operation.

Switches and derails equipped with locks or hooks must be locked or hooked at all times except when in use. After locking or hooking switch or derail, lock or hook must be tested to ensure switch or derail is secured.

Equipment must not foul a track until it is determined that no other equipment is fouling intended route and that all switches and derails connected with the movement are properly lined. Before making movement over switch or derail it must be secured with lock or hook, if so equipped. After movement has been made, switches and derails must not be operated until equipment has passed the clearance point of the track. If a conflicting movement is seen approaching a switch, track must not be fouled nor switch or derail operated. An employee using a main track switch must be at least 20 feet away from the switch and, if safe, on the side of the track opposite the switch stand while equipment is approaching and passing. A switch must not be operated while
equipment is fouling it, or standing or moving over it, nor shall movement be made over a derail in derailing position.

12-I Both switches of a crossover must be properly lined before equipment starts to make a crossover move, and the movement must be completed before the position of either switch is changed. When not in use, both switches of a crossover must either be lined for straight track or be lined for the crossover.

12-J If switches or derails are found to be defective, or associated locks found to be missing or defective, report must be made to the person in charge of the switch or derail.

12-K Equipment on a siding or yard track must not be left standing at a location where such equipment fouls a track. On tracks where clearance point is indicated, leave equipment beyond the clearance point. If clearance point is not indicated or visible, determine the clearance point by standing outside the rail of adjacent track and extend arm towards the equipment. When unable to touch equipment, leave equipment a sufficient distance beyond that point to ensure equipment is behind the clearance point.