

PERSONAL TRACK SAFETY TRAINING



LAND ACKNOWLEDGEMENT

Metrolinx acknowledges that we connect communities by building and operating transit within the traditional lands of the Anishinaabe, the Haudenosaunee and the Huron-Wendat peoples, for whom these lands continue to have great importance.

Treaties between First Nations and governments cover these lands, and the promises contained in these Treaties remain relevant to this day.

Metrolinx and its employees are committed to understanding the history of these lands and the continued impacts of colonization and take responsibility for actions to advance reconciliation.

Metrolinx will continue to seek the knowledge, expertise and experience of Indigenous partners and commits to doing business in a manner that is built on a foundation of trust, respect, and collaboration.



Safety Moment



Facilitator Introduction

- Name
- Role
- Department
- Rail experience



LEARNING OBJECTIVES

- Identify hazards, damages, security risks and other emergencies and follow reporting requirements.
- Recall various railway terms and definitions.
- Identify, communicate, and comply with instructions from the Protecting Foreman at your worksite.
- Identify your location and go to the Position of Safety when a train approaches.

- Follow personal protective equipment requirements.
- Describe the importance of a Job Briefing Session before starting the work.
- Explain the importance of work requirements before starting the work.
- Differentiate between the elements and requirements of different forms of Positive Protection.

PURPOSE OF THE COURSE



- Provide foundational knowledge on rail safety requirements on Metrolinx properties and projects.
- Recognize that working on Metrolinx's rail network is dynamic and unique in every location.
- Summarize safety requirements when working around active trains and live tracks.
- Completion of this training does not qualify you to enter the **Right** of Way (ROW) unless under proper track protection.

Right of Way (ROW)

Refers to the Metrolinx-owned and operated subdivisions of the railway infrastructure, rail/maintenance/layover yards, and all property between property fences, or if no fences, everywhere within **30 feet** of the outermost rails.







Governance

INSTRUMENTS























RAILWAY SAFETY ACT



Under The Railway Safety Act, Metrolinx has regulatory requirements that promote a culture of security vigilance with respect to passenger rail

Metrolinx always looks for continuous improvement initiatives to advance safety within Rules, Regulations, Standards, and Instructions The Railway Safety Act is supported by a system of Rules, Regulations and Standards which are issued and enforced by **Transport Canada**.

These regulatory frameworks are the minimum standards railways must follow to operate trains, hold track protection and dispatch movements.





Canadian Rail Operating Rules

Rules that govern safe railway operations



Rail Traffic Controllers Engineering and Mechanical Teams Each CROR-qualified Employee must have an accessible physical copy of the Metrolinx Operating Manual while on duty.

Metrolinx General Engineering Instructions (MX GEI)





PTS-Certified Workers must work under protection of a Protecting Foreman.





Metrolinx Life Saving Rules

METROLINX SAFETY CHARTER

I PROMISE

- To keep myself and everyone around me safe at all times.
- To act and make unsafe situations safe.
- To learn from safety incidents and to help others learn too.

Metrolinx Life Saving Rules



PURPOSE

These rules were created to prevent the failure of key controls in what may be a chain of events leading up to an unsafe act and are only one means of communicating with the workforce a commitment to safe standards of working.

General Notice

Safety and a willingness to obey the rules are of the first importance in the performance of duty. If in doubt, the safe course must be taken.

GENERAL NOTICE.

To enter, or remain in, the service is an assurance of willingness to obey the rules.

Obedience to the rules is essential to the safety of passengers and employes, and to the protection of property. Successful service requires the courteous, intelligent and faithful discharge of duty. To obtain promotion capacity must be shown for increased responsibility.

Employes are advised that, in accepting employment, they assume the accompanying risks, and are expected to look after, and be responsible for, their own safety, as well as to exercise the utmost caution to avoid injury to others.



TRAIN TIME IS ANY TIME, ON ANY TRACK, IN EITHER DIRECTION





The following video contains material/information that is sensitive in nature and may appear to be disturbing to some audiences.





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Follow Instructions

Always listen to your job/safety briefing and obey the Protecting Foreman's instructions.



As a PTS-certified worker, never enter the Right of Way (ROW) without the following:

(but not limited to)



Protecting Foreman with track protection

Completion of the Job Briefing session

Be Aware of Moving Objects

Always stand clear of moving machinery or equipment and never enter an exclusion zone without permission.



Exclusion Zones

Always use a spotter when reversing vehicles and machinery when outside an exclusion zone.



The personal use of electronic devices within the Metrolinx railway is prohibited.



Fit For Duty Never work or drive if you are not Fit For Duty.



Personal Protective Equipment

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Always check you are wearing the correct Personal Protective Equipment (PPE) for the task.

Plan Ahead

Ensure you have appropriate permits in place and be trained for the task.



This training course **does** not allow you to cross the tracks unless under proper track protection and only when and where the Protecting Foreman has directed.

Do Not Cross Tracks Ne traversez pas les voies





Roles in the Railway

Train operating crews
Rail Traffic Controllers
Protecting Foreman
Workers



Canadian Rail Operating Rules



Train Crew

Locomotive EngineerConductor



Rail Traffic Controller (RTC)

An employee in charge of the supervision and direction of movements and for the provision of protection for track work and track units on a specified territory.


Protecting Foreman

An Employee named in the track authority and in possession of Positive Protection (CROR Rule 41, 42 or TOP) and the Employee In Charge (EIC) of a work project protecting Employees/Workers, Visual Work Groups, Separated Work Groups, and Track Units.



Protecting Foreman's Role

- An expert on CROR and GEI requirements.
- Ensures all safety requirements and policies are adhered to inside the Right of Way.
- Must be updated on any changes or hazards found.

The Protecting Foreman DOES NOT help with your tasks.







- A person qualified to regulatory and company standards employed by the company. Applies to contract employees and employees of other companies and railways operating and/or performing other rules related duties on the host railway trackage.
- A non-CROR Rules qualified individual or contractor performing work within the Rail Corridor.

Contractor

An individual, person, or entity engaged under contract by Metrolinx or a third party to provide Construction or Maintenance services within Metrolinx Property. A Contractor can include a General Contractor or a Project Company.

Project Delivery Team (PDT)

- Made up of Metrolinx employees and contracted Consultants, who manage construction projects.
- Review and distribute work plans to the internal Metrolinx team, for approval.
- Oversee work being completed for Metrolinx, ensuring actual work being done aligns with work included in approved plans.

Chain of Communications

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Always notify your Protecting Foreman first!

Customer Journey Control Room (CJCR)

Inside the Right of Way (ROW)



1-416-681-5309

Customer Protective Services (CPS)

Outside the Right of Way (ROW)



1-877-297-0642







Railway Environment

SUBDIVISION

Railway trackage designated by Timetable.

Lakeshore West	Lakeshore East	Kitchener	Milton	Richmond Hill	Barrie	Stouffville
Oakville	Kingston	Weston	Galt	Bala	Weston	Kingston
Hamilton	GO	Halton			Newmarket	Uxbridge
Grimsby		Guelph				
		Dundas				

Right of Way (ROW)

Refers to the Metrolinxowned and operated on subdivisions of railway infrastructure, rail/maintenance/layover yards, and all property between property fences, or if no fences, everywhere within **30 feet** from the outermost rail.



Dynamic Envelope

The outline of the space occupied by a rail vehicle when in motion, including the effects of <u>tilt</u> and <u>sway</u> of the locomotive and all attached cars.

This space will vary in:

- Curves
- Bridges
- Tunnels
- Stations







Foul of Track (Fouling)

Is placing or leaving equipment or track units on the track close to a switch or within the turnout or on adjacent track preventing safe passage of equipment (including employees riding the side of such equipment) passing it on another track or in the case of a public crossing at grade would prevent vehicular traffic from being able to operate over the crossing unimpeded.

MINIMUM DISTANCES

If equipment is not under the crew's control, employee must cross a minimum of 25' away



Main Track

A track of a subdivision extending through and between stations governed by one or more methods of control upon which movements, track units and track work must be authorized.





Position of Safety

A place not foul of any live track(s) where it is safe to stand when a Movement is passing

- Wherever possible, should be at least 13
 feet from the nearest live track.
- Always discussed ahead of time by the Protecting
 Foreman and included in the job briefing.



On Approach

Once the Protecting Foreman has instructed you to stand down:

- Stop working and go to the pre-arranged Position Of Safety and face the direction of the on coming movement.
- Only commence work when the Protecting Foreman says it is safe to do so.





Infrastructure

CONVERTING MILES TO FEET

To convert miles to feet remember **5 tomatoes**!

- When working in the ROW, it is important to know how to convert miles into feet.
- 5 tomatoes is an easy way to remember this common railway distance.
 - There are 5280 feet in a mile.





INFRASTRUCTURE

The term used to describe the track, signals, and switches, in the railway used to control the train's direction.







TRACK



Crossover

A track joining adjacent main tracks, or a main track and another track.



IDENTIFIABLE LOCATIONS

Identifiable locations can include station name signs, Switches, Signals, mile posts, and other signs or infrastructure that are identified with a specific mileage.

Identifiable locations are used to identify limits of authority.







ROADWAY CROSSING AT GRADE



MILE MARKER

Signal (Operation)



The number on the signal is used to identify it's mileage (7.50) and Track number (T1), and therefore its location.

Flag/Signal (Engineering)



Switch

A device used to route a movement from one track to another.





As a non-rules qualified worker, do not touch switches.

If it is known or suspected that either of the points or any part of a switch is damaged or broken, the switch must be protected until it can be made safe for use. A report must be made to the Protecting Foreman, **immediately**.

Roadway Grade Crossings

A location where a public highway, road, street, or unrestricted private roadway, associated sidewalks and any pedestrian or bicycle pathway cross one or more railway tracks at grade.



INFRASTRUCTURE DAMAGE













Chain of Communications

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YARDS

A system of **non-main tracks**, utilized to switch equipment and for other purposes over which movements may operate subject to prescribed **signals, rules and special instructions.**







Fit For Duty

Fit For Duty Policy

When reporting for duty, you must be fit, rested and familiar with the work.

For additional requirements, follow your company's Fit For Duty policies.


Incidents and/or Accidents

If an incident or unplanned event happens, report it to your Protecting Foreman immediately.

If it was due human error, those required will be screened for Fit for Duty.

PTS credentials may be put on hold pending the investigation.





Personal Protective Equipment



PPE standards apply along with the site and task requirements when working in the Right of Way (ROW) and all construction sites.

PPE must be:

- Appropriate to protect against the hazard.
- Used/worn properly.
- Maintained properly.



No red clothing allowed as it may be confused for a **STOP** indication.



Mandatory Minimum PPE





Additional PPE must be selected for the hazards associated with the work being performed.

Hearing Protection

- Must be worn when noise levels are 85 dBA or greater.
- When worn in conjunction with head protection, ear plugs must be worn unless the earmuffs are designed to be worn with head protection.
- Dual hearing protection (plugs + muffs worn simultaneously) is required at noise levels greater than 105dBA.







Hazards

MOST DANGEROUS JOB ON EARTH









The following hazards may put trains into a possible emergency event:

- Any sink holes found on trackside.
- A flood.
- A large animal.
- An obstruction.

A fire.



Any voids, sinkholes or water seepage near or on the track must be reported to the Protecting Foreman immediately.

ENVIRONMENTAL HAZARDS

Weather related hazards include:

- Wet ties can be extremely slippery.
- Snow can bury or hide any trip hazards.
- Fog can obstruct sightlines.



Track buckle due to extreme heat



A broken rail due to extreme cold

Night Work Hazards

Some of the hazards associated with night work are:

Poor visibility.

- Reduced sight lines.
- Increased fatigue.
- Moving equipment.

Be aware of your surroundings at all times, including at night.



OPERATIONAL HAZARDS



Some of the hazards associated with working in the Right of Way (ROW) include:

- An impact from a train, hi-rail vehicles, construction equipment, or machinery.
- Powered devices have the potential to shock or electrocute.
- Switches have areas that create pinch points.
- Overhead wires and signals.

MITIGATIONS TO HAZARDS



Some of the tools used to mitigate hazards include:

- Work methodology plans.
- Site access communication.
- Job/Safety Briefings.

- Proper radio procedures.
- Effective peer-to-peer communication.
- Procedures and policies.
- Emergency protocols and roles.

Within the railway, these hazards have the potential to be life altering or fatal.



Reporting Damage and Potential Damage

- If you come into contact with railway components in a vehicle or while using a tool, it must be reported to the Protecting Foreman.
- Even in the absence of visible damage, the components must be inspected to ensure they are functioning correctly.
- If a component fails, the outcome may be fatal.





Emergency Reporting

EMERGENCY BROADCASTS





The impacts of an emergency broadcast include:

- Stopping and or delaying train movements.
- Affects the entire network and potentially creates other emergencies.

Chain of Communications

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Always notify your Protecting Foreman first!

Customer Journey Control Room (CJCR)

Inside the Right of Way (ROW)



1-416-681-5309

Customer Protective Services (CPS)

Outside the Right of Way (ROW)



Share your name, role, and location. State what the incident is and what assistance is required.





Vehicles & Equipment

Train

An engine with or without cars intended to operate on the main track at speeds in excess of 15 MPH or a track unit when so designated.



Track Units

A vehicle or machine capable of on-track operation utilized for track inspection, track work and other railway activities when on a track.



Hi-Rail Vehicles

A road vehicle or construction machinery designed and capable of operation both on and off track. When operated on a track they will be referred to as "Track Units".



Each piece of construction equipment and machinery have their own unique requirements.

Operators will conduct a proper circle check pre-use.

If the operator loses sight of the Spotter/Marshal, they must stop until communication has been reestablished.



Reversing

When a reverse movement is required, the Spotter/Marshal will:

- Know the operator's blind spots.
- Stand in a safe position, not in the path of the equipment / machine.
- Make eye contact with driver and operator while signaling and changing position.
- Establish the means of communication.
- Complete a visual check of the intended path.

Vehicles must not exceed 15 km/h in the ROW.

Vehicles must not obstruct or block access routes, access points, signals, or switches.

All vehicles and work equipment must have their beacon on during movements when in the ROW, day or night.







Forms of Protection

FORMS OF PROTECTION SUMMARY

- Lone Worker
- Safety Watch

- Non-Main Track
 (CROR Rules 26 & 841)
- Track Occupancy Permit (TOP)
- Planned Protection (CROR Rule 842)

Slow Track
 Protection*
 (CROR Rule 843)

Emergency Protection*

Safety Watch

WHAT

Protection where an Employee is assigned to be in charge of a group, to warn of an approaching Movement.

Is not a form of Positive Protection.

WHO

CROR-qualified Employee responsible for protecting a crew of up to five.

WHERE

Where work and environmental conditions allow and adequate sightlines permit.

WHEN

Restrictions: One hour after sunrise and one hour before sunset.

WHY

To perform specific duties without using track protection that would affect the movements of a train.



The following video contains material/information that is sensitive in nature and may appear to be disturbing to some audiences.





Positive Protection CROR Rules 41/841. CROR Rules 42/842. Track Occupancy Permit (CROR Rules 849-864).



CROR Rule 842 Planned Protection

WHAT

Uses prescribed flags/signals and GBO to protect against rail traffic on all tracks within specified protection limits.

WHO

CROR-qualified Employee acting as Protecting Foreman.

WHEN

Protection is approved no less than 24 hours beforehand.

WHY

WHERE

On main tracks, protecting all tracks within the limits of authority.

Used for scheduled track work and maintenance.

Flag/Signal




No work is authorized (protected) outside of the red flags/signals.



CROR RULE 842 PLANNED PROTECTION



CROR RULE 842 PLANNED PROTECTION





CROR RULE 842 PLANNED PROTECTION





SUB-FOREMAN



Separated Work Group (SWG)

When the nature of the work, size of the work crew, or the length of the work limits prevents the Protecting Foreman to visually confirm and personally supervise all persons engaged in the work, they must assign a **Sub-Foreman** in charge of the Separated Work Group.

SEPARATED WORK GROUP



Track Occupancy Permit (TOP)

Track Occupancy Permits (TOP) are a form of protection that is used in areas where:

- Emergent work has been discovered.
- Work on a single track is required in multi-track locations.



CROR Rule 41/841 -Non-Main Track



Red flags/signals will be placed between the rails.

In conjunction with CROR Rule 841, portable derails can be used where a special lock cannot be applied to a switch, to prevent movement from operating over the portion of the track where work is being performed.



Derails

Derails protect against unintended movement of equipment. They must be secured in the appropriate position or removed, whenever the track on which they are installed is not in use.

IMPORTANT

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Always listen to your Protecting Foreman!

On Approach

Once the Protecting Foreman has instructed you to stand down:

- Stop working and go to the pre-arranged Position Of Safety and face the direction of the oncoming movement.
- Only commence work when the Protecting Foreman says it is safe to do so.







Red Zone Green Zone

GREEN ZONE SAFE SYSTEM OF WORK





Continuous Work Zone (CWZ)

Track Closure



Track Occupancy Permit (TOP)



5

CROR 842 with Prescriptive Routing Arrangements



Separated Working with a Visual Temporary Delineation Barrier Red Zone Green Zone is a hierarchy of controls for protecting workers on Metrolinx's rail corridor on Main Track.

- Each method of control will further protect workers from trains (Option 1 being the most effective).
- Project Teams must **prioritize** the planning and use of Green Zone working, when planning how work will be protected.



All other forms of protection are considered **Red Zone** working (Administrative Controls) and must only be used if Green Zone working is not possible.

GREEN ZONE WORK

Engineering controls: Methods to **isolate** or **separate** work crews from hazards.

The five **Green Zone** working Safe Systems of Work options are:

		Option	Meaning
Most Effective		Track Closure	All tracks are closed .
	2	Continuous Work Zone (CWZ)	A concrete barrier separates workers from trains/equipment.
	3	Track Occupancy Permit (TOP)	Track(s) where work is happening are inaccessible to trains (by using signals and switches).
Least 🔶	4	CROR 842 with Prescriptive Routing Arrangements	Track(s) where work is happening are inaccessible to trains (using flags and signals to lock movements out).
	5	Separated Working with a Visual Temporary Delineation Barrier	A visual temporary delineation barrier separates workers from trains/equipment.

Along with these Green Zone working systems, other measures are taken, to **mitigate** risk.

Rule 842 Protection



842 with Prescriptive Routing Arrangements



Track Occupancy Permit



AUTOMATIC TRAIN WARNING SYSTEM (ATWS)



- Set up and deployed to automatically detect trains approaching a worksite.
- Alerts workers in the worksite through an audible and visual notification.
- Provides sufficient time for workers to move to a Position of Safety prior to the train arriving at the worksite.

Track protection must be in place.





Barrier Separation and Delineation Lines

 Continuous Work Zones (CWZ)
 Barrier Separation
 Delineation Lines

MX GEI MODULE 4 DIAGRAM



Any work that will foul the track must have a form of protection in place.





Barrier Separation

- Protecting work zones using a physical barrier.
- Must be used when work is being done between
 7 ft and 13 ft from live tracks.
- Barriers must be supported through a sitespecific risk assessment and reviewed by Metrolinx during the work planning stage.
- Employees/contractors or machinery must never foul the tracks while working under barrier separation provisions.



Barriers must have a blue fence attached, with white diamond CWZ signs located on fence visible to passing trains and equipment.

Barrier Separation Example





Delineation Lines

- Can be used when work tasks are taking place between **13 ft and 30 ft** from live tracks.
- Barriers can also be used, if preferred.
- Delineation lines must be clearly visible above ground level (ie: a fence). Paint lines, or any other markings strictly on the ground are **NOT** permitted.
 - DO NOT put up Delineation Lines, without a completed risk assessment approved by Metrolinx.
 - Report any suspected issues with fencing/barricades, as they will need to be measured to ensure required distance is maintained.

Delineation Line Example



IMPORTANT

Delineation lines must be clearly visible above ground level. Paint lines, or any other markings strictly on the ground are NOT permitted.





Job Briefing



Job Briefing Session

Job Briefing session(s) must be conducted before any work begins.



Purpose of Job Briefing Session

The purpose of a Job Briefing session is to provide a clear understanding of the work that is being performed and the hazards, risks, and controls in place.

If at any time an Employee, Worker, or contractor does not understand the work or the protection, they must seek clarification. Job Briefing Sessions

- Follow the same format, to avoid confusion.
- Protecting Foremen must understand the nature of the work and any risks or hazards.
- Follow, at a minimum, the Metrolinx Job Briefing template.



WORKER'S RESPONSIBILITIES



JOB BRIEFING RECORD

A Job/Safety Briefing record must include (but is not limited to):

- All applicable track protection information.
- All special instructions for the work limits.
- The first aid components and hospital information.
- The size of the work group.



JOB BRIEFING SESSION

Everyone engaged in planned work activities must also be included in the Job Briefing session before starting work and must sign the Job Briefing form. Everyone must accurately record Job Briefing information. All Job Briefing records must be retained by the employees for 30 days.

Supplemental Job Briefing

Required when at least one of the following occurs:

- Method of protection has changed.
- Method of protection is extended or about to be cancelled.
- Job tasks, identified hazards, or conditions have changed.

All parties affected **must** take part in the Supplementary Briefing session and update the Job Briefing Record accordingly.



JOB BRIEFINGS

INITIAL

- Delivered at the beginning of the work shift.
- Provided by Protecting Foreman.
- Deliver the track protection requirements.

SUPPLEMENTAL

- Delivered when there are changes.
- Provided by Protecting Foreman/Sub-Foreman.
- Discuss any additional or unique safety information.



KNOWLEDGE CHECK

A Job Briefing session should take place prior to entering the Right of Way (ROW).







Worksites
Site Access Points

Always know your location and the access points.



Questions to ask about locations of work

- What are the closest cross streets or main intersections?
- Does the work location have a vehicle access gate?
- Is it an automatic gate system?
- Is there a train station or platform at the work location?
- Does the location have a pedestrian gate access point?

- Where is the first aid kit located?
- Where in the truck is the fire extinguisher?
- Will the Position of Safety change while we move down the track?
- What gate will we be using today?
- How do we get access back into the ROW after our break?



Securing the Worksite

Look for damage or tampering to locks, hinges, doors, windows, gates, fencing, and any other means of access.



FROM COMPLACENCY TO AWARENESS

When performing daily work this is repetitive or active, avoid losing focus by:

- Noting all hazards.
- Speaking out loud to help retain information.
- Communicating concerns with others.
- Sharing situational awareness.
- Sharing information from the environment.
- Evaluate and plan the work for the day.



On Approach

Once the Protecting Foreman has instructed you to stand down:

- Stop working and go to the pre-arranged Position Of Safety and face the direction of the on coming movement.
- Only commence work when the Protecting Foreman says it is safe to do so.

Trains are quiet and may have their lights dimmed, depending on the location.

However, they can use their lights, bells, and whistles to notify you on their approach.

It does not mean the train can stop in time to avoid you.



HOUSEKEEPING

- Work sites and locations must be kept clear to avoid potential tripping hazards.
- All garbage must be put into the proper bins.

- No burning or burying of debris or waste.
- Only smoke and vape in designated locations.
- Materials and tools are not to be left in the ROW.







EXCAVATIONS AROUND TRACKS

Zone 3

Digging too close to the tracks can cause serious instability



Excavations are **not** allowed, under live train load.

Planning - Locates

All Contractors must:

- Obtain valid locates before excavating activities (Railway and Utility).
- Have a current paper copy of all locates and update it accordingly.
- Have a Railway Signal Maintainer (RSM) for all excavation work in the USRC.







Excavation Plans must be submitted to Metrolinx and follow all requirements.

Reference material includes:

- GO Transit Track Standards- Appendix W
- Bridges and Structures Standards
- Trenchless Utility Guidelines
- Occupational Health and Safety Act

Any movement of track and ground must be reported immediately to the Protecting Foreman.

PLANNING - PERMITS



Buried Infrastructure

While working with excavation equipment or any digging tools – any cables, pipes or other buried components that are struck must be reported to the Protecting Foreman.

Report any potential slope/ embankment failure immediately to the Protecting Foreman.

Chain of Communications

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Always notify your Protecting Foreman first!

Ground Disturbances Around Tracks eLearning is

available on Metrolinx University or FastTrax (for CPG Embedded Consultants)

Union Station Rail Corridor

The USRC is a locally controlled interlocking, controlled locally by Rail Traffic Control (RTC).

Gates

All gates in the USRC are numbered and correspond to a municipal address.

Always know your closest gate location.

TOPs are used in the USRC instead of CROR Rule 842 planned protection.

USRC and RTC Towers

METROLINX SECURITY

Suspicious Items

IF SOMETHING DOESN'T LOOK RIGHT, DO SOMETHING ABOUT IT.

Report unattended or suspicious packages.

If you see something, say something.

Report incidents to GO staff Call Transit Safety 1-877-297-0642

METROLINX

H.O.T. OR NOT VIDEO

Is the item HOT?						Priority Lovel	Action
		Question	No	Yes		Phoney Level	Action
		<u>Imminent Threat to Life</u> You have reason to believe the item you're dealing with poses an explosive threat			Black	lmminent	Call 911 then Customer Protective Services Communications 1-877-297-0642. Evacuate immediate area. Notify your Manager/Team Lead. Follow directions of responders.
н	HIDDEN	Is the item placed in a location where it will go unnoticed? Does the item appear to be purposely			Any Red	High	Call Customer Protective Services Communications 1-877-297-0642. Guide patrons away from area and monitor if safe to do so. Notify your Manager/Team Lead. Follow directions of responders
0	OBVIOUSLY SUSPICIOUS	Did you see an individual puposely leave the item? Did you see an individual exhibiting suspicious behaviour in the vicinity of the item? Does the item have any suspicious characteristics? Oil Stains? Powder? Odours?			Any Orange	Medium	Call Customer Protective Services Communications 1-877-297-0642. Monitor area if safe to do so. Notify your Manager/Team Lead. Assist responders as required.
Т	TYPICAL	Attempt to establish ownership of the item: Was your attempt unsuccessful?			Any yellow	Low	Notify your Manager/Team Lead
		Does the item seem out-of-place? (Not typical, not normal for this area?)			All Green	No Known Threat	Follow Lost & Found procedure

Suspicious Behaviours

Ask Yourself

Is this person's behaviour or activities:

- Out of place or odd?
- Not right?
- Not easily explained?

Report incidents to GO staff Call Transit Safety **1-877-297-0642**

Ask yourself these questions:

When is the behaviour or activity taking place?

How is the behaviour or activity being conducted?

When engaging people, **observe** their reactions:

What do they say?

- Is what they are saying making sense?
- Are they trying to act like they know what they're talking about when they clearly don't?

When engaging people, be aware of their reaction or response:

- How do they act?
- How do they respond?
- Are they stammering, being vague, or evasive?
- Are they being direct and clear?

SUSPICIOUS BEHAVIOUR REPORTING REQUIREMENTS

;=

- Your location
- Clothing
- Last known direction of travel
- Hair
- Shoes

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Inside the Right of Way (ROW)

1-416-681-5309

Customer Protective Services (CPS)

Outside the Right of Way (ROW)

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Share your name, role, and location. State what the incident is and what assistance is required.

Threats
Non-specific Threat

General and lacks specific details such as:

What, when, where, how, or why.

Specific Threat

- More specific and has more detailed information, such as:
- Date and/or time.
- Location or target (e.g., a route or train number).
- Group or person has identified themselves.
- A reason or cause has been identified.



All threats need to be immediately reported to Customer Protective Services.



OTHER WAYS THREATS CAN BE RECEIVED











Active Attacker

ACTIVE ATTACKER



An Active Attacker is an individual who appears to be engaged in, attempting to engage in, or about to engage in an attack where there is a reason to suspect that:

- The attack will be sustained.
- The attacker will cause serious bodily harm or death to other individuals.
- The attacker will continue to attack more individuals if the attacker is not stopped.



My name/call sign

Your name, train number, bus number, badge number.



Exact location of the incident

The station, facility, civic address, mile marker, floor, etc.



Type of incident

Medical, motor vehicle accident, criminal activity, etc.





Hazard

On-scene hazards present such as fire, gas, unsafe terrain, etc.



Access

The safest and most direct route that responders can access the incident scene from.



Number and type of casualties

How many and what injuries. This includes non-responsive, bleeding, burns, not breathing, etc.



Emergency services present and/or required Fire, police, EMS - what resources are currently on-scene and/or who needs to be.



Call Emergency Services (9-1-1)

Call CPSC 1-877-297-0642 or text "HELP" to 77777



RUN

You should leave your belongings behind and immediately run from danger to the nearest exit or place of safety.



HIDE

It's best to flee the area entirely if it's safe. If you cannot flee, then your next best option is to find a room or space where you can barricade or lock yourself in.



ATTACK

If you cannot run or escape, your last resort is to defend yourself. Your life may depend on it.



OUTDOOR AREAS AND HALLWAYS

- If you are located outside a building, seek cover immediately.
- If you are in a hallway, escape out the nearest exit if it is safe to do so - this may mean entering a room or an Emergency Exit.

LAW ENFORCEMENT

When Law Enforcement arrives:

- Remain calm and follow officer's instructions.
- Immediately raise your hands and spread your fingers.
- Always keep your hands visible.
- Avoid making quick movements toward officers such as attempting to hold on to them.
- Avoid pointing, screaming and/or yelling.

ACTIVE ATTACKER REPORTING REQUIREMENTS







PTS Training Next Steps

ExamPTS Card



Attendance Credit = Access to PTS exam

Knowledge Assessment Guidelines

- Multiple choice.
- Open book.
- Duration is timed at 90 minutes.
- You must achieve a minimum 80% pass rate to receive a certification status.
- Failure to achieve a minimum 80% pass rate on the first attempt will result in a maximum of two additional attempts.

Completing Your Exam Through FlexiQuiz

- Individuals who satisfy attendance requirements from today's session will receive an email with a unique link to access the PTS exam.
- Each PTS exam link is personalized to the individual. Do not share the PTS exam link.
- Individuals have five business days from today's training session to complete the PTS exam.

REGISTERING FOR THE PTS EXAM

- First & Last Name as it appears on governmentissued ID.
- Email Address used to register and attend today's PTS session.
- Date you attended PTS.
- Click Register.

Register for Personal Track Safety Exam		
This link is personalized to you. Do not share the PTS exam link.		
Legal First Name*		
Legal Last name*		
What e-mail address was used to register for the PTS session?*		
What date did you attend the PTS session?*		
	Register	

If the name on your PTS card does not match your government-issued ID you WILL NOT be permitted onto job sites.

DOWNLOADING THE TEMPORARY PTS CARD

Click Certificate

Results for Personal Track Safety Exam		
Name		
Email		
Result	Pass	
Score	44/55 (80%)	
Grade	Pass	
Duration		
Review Answers	Certificate	

Temporary PTS Card



After successfully completing the PTS exam on FlexiQuiz, download your Certificate of Completion.

The Certificate of Completion serves as a temporary PTS card and is only valid for **30 days**.

PTS Certification Card

A formal digital PTS Certification Card will be emailed to you within 10-15 business days after completing the PTS exam.

PTS certification is valid for three years. You must renew before your PTS card expires to continue working on Metrolinx property.

Digital PTS Card

- PTS cards must be accessible and carried with you at all times on Metrolinx property.
- PTS certification cards are only valid with government-issued or company-issued photo identification.



- ATO: Adjacent Track Open
- CJCR: Customer Journey Control Room
- CPS: Customer Protective Services
- CROR: Canadian Rail Operating Rules
- CWZ: Continuous Work Zone
- **DTS**: Distance To Stop
- DTMF: Dual Tone Multifrequency
- **EIC**: Employee in Charge
- GEI: General Engineering Instruction
- **IBT**: Initial Brake Test

- HVSA: High Visibility Safety Apparel
- MLD: Movement Limiting Device
- **NOC**: Network Operations Control
- OHSA: Occupational Health and Safety Act
- **PDT**: Project Delivery Team
- PPE: Personal Protective Equipment
- **PSO**: Permanent Slow Order
- PTS: Personal Track Safety
- **ROW**: Right of Way
- **RTC**: Rail Traffic Controller

- **RZGZ**: Red Zone Green Zone
- **SWG**: Separated Work Group
- **TIG**: Track Inspection Guideline
- **TOP**: Track Occupancy Permit
- UHF: Ultra-high Frequency (Radio)
- **USRC**: Union Station Rail Corridor
- VHF: Very High Frequency (Radio)
- **VWG**: Visual Work Group
- WRMF: Whitby Rail Maintenance Facility
- **WOCC**: Willowbrook Operations Control Center

Job Aid: Acronyms

In your course materials, you can access a Job Aid with common railway acronyms



Feedback Survey

Please go to the QR code, to leave anonymous **feedback** on this week's training.



We'd love to hear your thoughts!



QUESTIONS?



THANK YOU!

METROLINX