

**OPERATIONS SPECIAL ORDER 22-250
SPECIAL ORDER RULE**

TO: ALL OPERATIONS PERSONNEL

SUBJECT: RULE/PROCEDURE CHANGE: DIRECTIVE FOR UPDATED SAFETY RULES COMPLIANCE, PERSONAL PROTECTIVE EQUIPMENT (PPE) USAGE AND ROW SAFETY AND RIGHT OF WAY SAFETY RULEBOOK, 3rd EDITION JULY 1, 2014

PURPOSE

The purpose of this Special Order is to establish the policy for the Safety Rules Compliance Program (SRCP) to verify proper Personal Protective Equipment (PPE) usage and proper Right of Way (ROW) Safety procedures are followed by all departments that access the ROW. The purpose of the SRCP is to ensure safety-related operating and maintenance rules at the MBTA are monitored for compliance. It serves to provide reinforcement for established rules and procedures and, establish a baseline of documentation that tracks an employee's compliance with operating rules absent of an accident investigation, and allows management, training staff and supervisory personnel to assess trends and incorporate this information into established training programs.

SCOPE

Effective February 1, 2023, the policy applies to all employees, union or non-affiliated, accessing the ROW to perform work, inspections, or any legitimate work purpose. Please refer to all Policies applicable to ROW Safety and PPE (Special Order Rule #22-244 dated 12/1/2022, effective 2/1/23). The Authority reserves the right to modify, revoke, suspend, or terminate this policy, in whole or in part, at any time, with or without notice.

POLICY

All employees are expected to comply with rules and policies relative to working safely on the ROW. It is the policy of the Authority to check for employee compliance with operating rules within the ROW. These checks include but are not limited to, audits, inspections, tests, and observations.

PROCEDURES

Employees working on the ROW will be audited on a random basis for compliance with any rules applicable to accessing the ROW, including but not limited to PPE usage, both minimum requirements and additional PPE based on the Job Safety Analysis (JSA), correct Level of flagging and safe behavior on the ROW. Compliance will be checked with Special Order Rule #22-244 dated 12/1/2022, relative to revised minimum PPE requirements and all flagging procedures and behaviors as stated in the Right of Way (ROW) Safety Rulebook.

DISCIPLINE

Employees who do not comply with this policy will be disciplined pursuant to the safety disciplinary track of the MBTA's Progressive Discipline Policy (HR Policy #7.20).

REFERENCES

- 1. Special Order Rule #22-244, DIRECTIVE FOR UPDATED PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS AND RIGHT OF WAY SAFETY RULEBOOK, 3rd EDITION, issued on 12/1/2022, and effective on 2/1/2023**
- 2. Right of Way (ROW) Safety Rulebook, 3rd Edition, July 1, 2014**
- 3. Operations Rulebook, current edition, August 1, 2018**

SPECIAL ORDER COMPLETION AND/OR CANCELLATION

This Special Order will remain in effect until it is canceled or superseded by a Special Order or through a rulebook revision for the *Right of Way Safety Rulebook, 3rd Edition, dated July 1, 2014*, and *Rules for Operations Employees, dated August 1, 2018*.

If you have any questions regarding this directive, please contact your district's immediate Foreperson/Supervisor, Superintendent's Office, the OCC Dispatcher, the Heavy Rail Training School at x5377, the Light Rail Training School at x3768, or the Bus Operations training at x5306.

Expiration Date: Issuance of new Rulebook


Post until Date: Not Applicable

Review/Cancel/Reissue Date: 12/1/2023


Area/Title to Review: Operations/Division Chief of Training or Designee

Signature Page

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OCC & Training Approval 12/1/2022 4:35 PM
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Chief Investigation and Safety Assurance Officer Approval 12/1/2022 4:37 PM
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Division Chief of Construction Logistics Approval 12/1/2022 4:37 PM
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Chief Mechanical Officer Approval Rail 12/1/2022 4:37 PM
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Security Initiatives Approval 12/1/2022 4:37 PM
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AGM Rail Operations Approval 12/1/2022 4:37 PM
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