 <b>POLICY AND PROCEDURES MANUAL</b>	NUMBER <b>OPS-LRTP 103.03</b>	EFF. DATE <b>9/2020</b>
	SUPERSEDES <b>OPS-LRTP 103.03 rev.5</b>	
RESPONSIBLE DEPARTMENT <b>Rail Operation</b>	KEY SUBJECT <b>WORK CREW SAFETY ON ROW</b>	
TITLE <b>Flag Person Duties</b>		
APPLIES TO <b>OCC – Rail Supervisors –          Controller/Dispatchers - Rail Operators - Flag Person-          Safety - Rail Systems - Facility &amp; ROW Maintenance -          Engineering &amp; New System Development - Contractors</b>	APPROVAL(S)  <b>Green, Simms</b>	

## Purpose

This procedure establishes the responsibilities and outlines the implementation for the use of a Temporary Restriction in conjunction with a work crew and a flag person along the Right-of-Way (ROW).

## Equipment

Red and yellow flags (1 each)

Flashlight

Two-way radio\*

Safety vest (class II with X on the back)

Appropriate metal signs\*\*

- Yellow Speed Restriction sign (2)  
To be placed approximately 400 feet in advance of the work site
- Resume Speed (Green) (2)  
To be placed in a location that when the front of the LRV passes, it signifies that the entire train has cleared the restricted area approximately 200 feet. (See diagram)

Air Horn

Hardhat or red hardhat cover

Canvas bag

*SOP 103.03 Flag Person Duties*

Bungee Cords or Magnets

Quick Reference Guide

Rail Operations Rulebook (Flagging Rules and Hand Signal section)

Operations Clearance (Daily)

\* The flag person will use Rail Operations issued portable radios set on the mainline channel so that contact with LRVs and the Operations Control Center (OCC) can be made when necessary.

\*\* Additional metal signs are available in OCC when needed.

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## Procedures

### WORK PREPARATION

- Before any crew listed as a Temporary Restriction(s) on the Daily Operating Clearance is allowed to work, the Controller/Dispatcher must get confirmation from the flag person that the track signs are properly placed and all members of the crew are wearing all appropriate PPE (Personal Protective Equipment). The flag person must wear a hardhat while conducting flagging duties.

### FLAG PERSON

- Flag person(s) working on the ROW must have successfully completed the Level I and II Training and have in their possession a current qualification card.
- Report to the on-duty Controller/Dispatcher at The Tide Yard & Shop Facility to pick up a portable radio, flag kit, and the current Operating Clearance.

**NOTE:** Tide Flag persons must have the Daily Operating Clearance for that day in their possession before arriving at the work location.

- The Flag person must sign out the radio and flagging kit from the Controller/Dispatcher. The flag person must have their HRT qualification card available for review by the Controller/Dispatcher.
- The flag person is responsible to read and understand the Temporary Restriction he/she is assigned to before leaving the OCC. If there is any question; the flag person is responsible to ask the Controller/Dispatcher for clarification before going to the work site.
- It is the flag person's responsibility to be on-site and ready to begin work at the time listed on the Daily Operating Clearance.
- Once outside of the facility, the flag person is required to conduct a radio check on the appropriate radio channel with OCC. The flag person should not leave the facility without ensuring they have a properly working radio.
- Proceed immediately to the work site (i.e. by LRV or non-revenue vehicle). Once at the work site, locate the person in charge of the crew and advise them of rules and procedures that must be followed. Conduct an on-site briefing using the On-site Safety Briefing Form (**see appendix-A**). Check all crewmembers on site to make sure they have completed Level I and/or Level II training.

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- At the designated time noted on the Daily Operating Clearance, contact OCC via two way radio and request permission to place the Speed Signs at the appropriate location in preparation of the Temporary Restriction.
- After permission is received attach the speed restriction signs to the catenary poles (the bungee cords or magnets provide the means necessary to secure the speed restriction signs to the catenary poles). Using the catenary poles as a reference, attach the yellow and green speed restriction signs as outlined below. Catenary poles average 100 – 150 feet apart. In addition, milepost markers are posted every tenth of a mile or 528 feet apart. Use these estimates to ensure that speed restriction signs are posted properly. Notify the Controller/Dispatcher when the speed restriction signs are in place and the crew is ready to begin work.
- It is the flag person's responsibility to ensure the speed restriction signs are secured to the catenary pole so that they will not move due to wind or weather conditions.
- If the flag person observes another employee not wearing the prescribed PPE, delaying or not heeding warnings of approaching trains, or other similar unsafe acts, the flag person should instruct the employee to correct the problem. Should the problem not be corrected, the flag person is required to stop all work and contact OCC to report the issue and request assistance.
- Flag persons are required to constantly monitor the Rail Operations issued portable radio for OCC updates, general communication, emergencies, and/or Rail Operator communications.

#### **ADDITIONAL RESPONSIBILITIES OF THE FLAG PERSON**

- At the beginning of the workday the following must be performed:
  - ❖ Must not begin work or place equipment on or about the Right-of-Way until authority is obtained to enter the ROW and is within the time allotted on the Temporary Restriction.
  - ❖ Must work under the authority of the Controller at all times.
  - ❖ Never work nor have equipment on or about the ROW beyond the time allotted unless authorized by the Manager of Rail Transportation before the expiration of the work order.
- At the end of the workday or when the order expires, the following must be performed:

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- ❖ Notify the Controller/Dispatcher via the two-way radio; that all workers and equipment are clear of the tracks and then request authorization to remove the track speed restriction signs. Always remove the less restrictive speed restriction sign first (green).
- ❖ Turn in the flagging equipment, on-site safety briefing form, radio, and all assigned equipment to the location where it was checked out. Report any defective, damaged or missing equipment.
- ❖ After completing work for the day, the flag person is responsible to return and record the equipment to the location where it was checked out.

## **PROBLEMATIC LOCATIONS OR CONDITIONS**

- Flag persons must be able to recognize problematic locations and/or conditions that could increase the risk of a collision or incident while performing flagging duties. Some of these conditions are listed below:
  - ❖ Fog - Does not permit visibility beyond 400 feet.
  - ❖ Snow - Can have the same effect as fog, obscure speed signs, or cover hazards.
  - ❖ Curved track - May not allow the Rail Operator sufficient time to react to the placement of track signs.
- The flag person must be constantly alert to conditions, which could result in a collision or incident. The flag person must adjust their work zone restriction to reduce or eliminate the hazard to all extents possible. ***Before taking any action, the flag person must contact OCC and relate the problem and suggested action to reduce or eliminate the hazard.*** Some possible adjustments or actions are listed below:
  - ❖ Fog or heavy snowstorms - Should visibility become limited to less than 400 feet, the flag person may cancel the work until conditions improve, request to move the yellow track signs further out, and/or arrange for a second flag person to be positioned further out.
  - ❖ Curved track - When working in or just after a curve the Rail Operator may not observe the track signs in sufficient time to slow the train to restricted speed. The flag person should use their best judgment in adjusting the track signs to allow the train to slow to restricted speed well in advance of the work zone. If the yellow track sign is placed around the curve to where the flag person cannot see the track sign, a second flag person may be necessary.

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## FLAGGING EQUIPMENT

- The equipment is stored at The Tide Yard & Shop in canvas bags marked "Tide Flag Kit." When picking up a flag kit, it is the flag person's responsibility to ensure that it contains all items listed in Section II before leaving the facility.
- The Flag person must record on the Equipment Check Out log located in OCC their name, radio number, and initial that they have read and understand the Operating Clearance prior to going to the work site. The flag person also must sign out the flag kit and number on the Equipment Check Out Log.

	<b>TRACK ACCESS SAFETY TRAINING</b>
	<b>NAME</b>
	<b>COMPANY NAME</b>
	<b>LEVEL</b>
	<b>CARD#</b>
	<b>EXPIRES:</b>

- The expiration date cannot exceed the date that is listed on the card for external personnel (i.e. contractors) Internal employees expiration date cannot exceed more than 60 days from the date listed on the card. All internal and external personnel must recertify annually.

## TIDE OPERATIONS

- To ensure all tasks are being accomplished as required in this SOP and according to the training, Rail Supervisors will check each restriction listed on the Daily Operating Clearance at least once in every eight-hour shift and document the site visit on their Rail Supervisor Shift Report in the space provided.
- During these visits should any discrepancy (i.e. unqualified flag person, unqualified workers) be identified the Rail Operations representative will take immediate actions to correct the situation.

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## **SAFETY DEPARTMENT**

- To assist in the monitoring of safety sensitive work occurring along the alignment the HRT Safety Department will conduct periodic inspections to ensure all requirements of this SOP are being complied with. These visits will be documented on the Work Zone Safety Observation form.

## **FLAGGING PROCEDURES**

**Name:** Yellow Speed Restriction Sign

**Indication:** Entrance to restricted work area. Proceed not to exceed restricted speed per flag person's flag, light, hand signal, or direction of the Controller/Dispatcher.



**Name:** Green Resume Speed Sign

**Indication:** Exit from restricted area. Proceed at authorized speed, when the front of the train passes the sign.



Place the track signs at the appropriate locations (see diagram). When track signs are used to protect a work area affecting eastbound and westbound tracks, two yellow, two green signs are required.

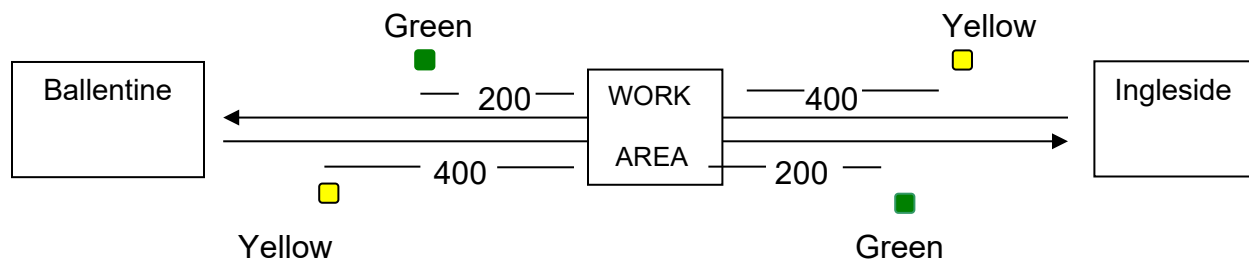
**The YELLOW Speed Restriction Sign is placed 400 feet in advance of the entrance of the restriction. The Yellow Speed Restriction sign signifies the entrance of the restriction.**

**The GREEN Resume Speed Sign is placed in a location that when the front of the train passes it; this signifies the entire train has cleared the restricted area.**

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Thus, if using a 2-car train, 200 feet long will necessitate the flag person placing the Green Resume Speed Sign 200 feet past the crew or restricted area.

OCC has the authority to direct placement of signs.



- In situations where the order includes multiple tracks, the flag person is required to post speed signs on all affected tracks and provide flag protection in all directions.
- When an approaching train is observed, the flag person is responsible to immediately alert the crew using an air horn, and other means as necessary to instruct them to clear the track(s). If necessary, the flag person must display the RED FLAG until the track(s) are clear of all workers and equipment. When workers and equipment are clear and it is safe for the train to pass, the flag person must give a proceed signal using the YELLOW FLAG. If the track(s) are not clear of workers and equipment, the flag person must immediately give a stop signal with the RED FLAG. The Rail Operator is responsible to stop the train immediately and contact OCC and advise the Controller/Dispatcher of the reason the train was stopped.
- The flag person must continue to give a proceed signal until the front of the train passes his/her location. The flag person must position their self in a location to allow clear vision of both the work crew and the train.

**NOTE:** If the work location is in an area with restricted vision, a second flag person may be assigned to provide additional protection for the work crew.

- If workers or equipment are not clear of the track or if it becomes necessary to stop the train for any reason, the flag person must give a stop signal with the RED FLAG. If it appears to the flag person that the Rail Operator is not going to stop in response to the stop signal, the flag person should rapidly wave the RED FLAG to attract the operator's attention.

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**NOTE:** Hand signals to be used in conjunction with Flags to signal trains are outlined in The Tide Rail Operations Rulebook under Hand Signals.

- If the work is being performed at night or in locations of reduced visibility, a bright white light (flashlight or lantern) must be used in place of the flag(s) using appropriate hand signals.
- The light must be checked to ensure it's in good working condition before leaving The Tide Yard & Shop.
- If members of any work crew fail to clear the track area or otherwise jeopardize their safety and the safety of others, or unnecessarily delay trains, stop the work and immediately report the situation to the Controller/Dispatcher and to the person in charge of the work crew. Likewise, if a Rail Operator fails to adhere to the requirements stated herein, immediately stop work and contact OCC.
- Notify OCC of any unusual occurrence, accident, or injury immediately.
- If, for any reason, it is necessary to stop work or leave the work area, stop the work and clear all workers from the track and notify OCC. The reason and time of the work stoppage must be reported before leaving the site. If the crew requests to return to work later, advise the Controller/Dispatcher of the request and an estimated return time.
- If there is any intention to work beyond the allocated time, a call 30 minutes prior to the completion of the existing order must be made to OCC. Only the Manager of Transportation- Rail can authorize extension of work time and simply calling does not guarantee a work extension.

## **RAIL OPERATOR**

- When observing a RED FLAG, RED SIGN, RED SIGNAL OR STOP SIGNAL immediately stop the train and contact OCC for instructions.
- Upon passing any YELLOW SPEED RESTRICTION SIGN associated with a Temporary Restriction, Rail Operators must operate the train not to exceed restricted speed and be prepared to stop in half the range of vision or when instructed by OCC.
- When passing the YELLOW SPEED RESTRICTION SIGN, be on the lookout for a proper proceed signal from the flag person that all workers and equipment are clear of the tracks



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**NOTE:** If workers and equipment are not clear or a proper proceed signal with a YELLOW FLAG is not received from the flag person; the train must stop immediately and contact OCC.

**NOTE:** Rail Operators are not permitted to pass the work crew until the flag person has replaced the RED FLAG with a proper proceed signal with the YELLOW FLAG.

- When the front of the train passes the GREEN RESUME SPEED SIGN, Rail Operators are allowed to resume permitted speed

## **OPERATIONS CONTROL CENTER**

When issuing a flag kit to HRT personnel or authorized contractor:

- Confirm that the work is properly listed on the Daily Operating Clearance
- Confirm who will be the designated flag person and ensure they have a valid Track Access Card
- Ask the designated flag person the qualifying questions from the Work Zone Refresher Question sheet
- Provided the flag person performs satisfactorily on the questionnaire, issue the Flag person a fully equipped flag kit

## **RAIL SUPERVISOR**

- Monitor work zones/flag persons on the alignment to ensure safe operations
- Check work zones for proper installation of green and yellow speed signs, ensuring that they are placed at the appropriate distance apart and governing the authorized track
- Check flag persons for a valid Track Access Qualification Card, ensuring they are Level 1 and Level 2 qualified; if necessary, initiate a good faith challenge utilizing the Work Zone Refresher Question sheet
- Address any discrepancies observed with appropriate individuals (this may include the Rail Operator, flag person or members of the work crew)
- Document work zone checks on the Rail Supervisor Shift Report in the *Work Zone & Track Access Qualification Card Checks* section

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## **FORMS**

Daily Operating Clearance (sample)

Equipment Check out log

Work Zone Refresher Question sheet


Rail Supervisor Shift Report

On-Site Safety Briefing Form

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**Attachments:**

Appendix A



**HAMPTON ROADS TRANSIT**

**On-Site Job Briefing Acknowledgement**

HRT Temporary Work Permit #: \_\_\_\_\_

Daily Operating Clearance #: \_\_\_\_\_

Date: \_\_\_\_\_

- Name of Flag Person/Lookout Person: \_\_\_\_\_
- Name of Foreman (if applicable): \_\_\_\_\_
- Work Limits: Start and end catenary pole locations \_\_\_\_\_  
Light Rail Station Name (if applicable): \_\_\_\_\_
- Power Down Required: Yes: \_\_\_\_ No: \_\_\_\_  
*Note: Ground straps will be applied by Systems Maintenance Personnel following red tag permit for all power down operation.*
- List equipment/tools that will be used in the work area:  
\_\_\_\_\_  
\_\_\_\_\_
- Track Conditions: \_\_\_\_Trains on Adjacent Track, \_\_\_\_High Winds, \_\_\_\_Rain \_\_\_\_Fog,  
\_\_\_\_Noise, \_\_\_\_No Train Clearance (check all that apply)
- Number of employees/contractors in work crew: \_\_\_\_
- Are contractors accessing the track: Yes: \_\_\_\_ No: \_\_\_\_ if yes, how many? \_\_\_\_
- Check the box to confirm you verified that all contractors/employees accessing the Right of Way have a valid track access qualification card or track access badge.

*Note: All contractors/employees without valid track access qualification will not be permitted to access the Right of Way. Flaggers/Look Out person must have a valid track access level I and II qualification.*

- Check the box to confirm you verified that the Flagger/Look out person will not be involved in the work.
- PPE required to perform job task (Check all that applies):  Work Gloves  Safety Vest  
 Electrical Gloves  Safety Boots  Eye Protection  ARC Flash Suite  Other  Hard Hat
- I understand all aspects of the track safety briefing and feel that I am adequately protected against trains and / or track equipment.

Each member of the work crew must print and initial below:

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Flag person/Look Out Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Foreman Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Review / Revision History

REVIEW / REVISION	DATE	SECTION	DESCRIPTION	AUTHORITY
0	06/2009	Original		
1	09/2015	Revised	Qualification expiration date	T. Manning
2	06/2017		Reviewed	J. Greene
3	01/2018	Revised	OCC/Rail Supervisor/Forms	J. Greene
4	06/2019	Reviewed		J. Greene
5	06/2020	ALL	Annual Review	J. Greene
6	09/2020	Revised	Multiple Sections	J. Greene