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**Report for the Quarter of October to December 2013**

Metro takes close calls seriously and has already approved safety actions to address concerns raised by employees who made confidential reports since July.

**Employee Concern: Increase train operators' awareness of procedures for entering the shop**

**Shop door signage**

Provides additional safety measures for train operators while entering the shop. Action: Add signage adjacent to the shop doors stating:

- 1. STOP At Shop Door Apron**
- 2. Establish Radio Communication With CMNT Employee**
- 3. Wait for Proceed Signal from Vehicle Flag Person Before Entering Shop**
- 4. Sound Yard Horn**
- 5. Wait 5 Seconds Before Proceeding**

Responsible party is PLNT, C. Williams. Completion Date: 3/15/14

**Employee Concern: Improve safety of roadway workers during switch movements**

**Memorandum to Power Staff**

Generate a bulletin/memorandum to refresh all supervisors and employees on SOP28 making the following points:

- There should be at least two power switching personnel to perform switch movements.
- Personnel must have a copy of the switching order in their possession.
- There must be adequate staffing in each work area so that the RWIC only perform their primary job duty.

Responsible parties SMNT, D. Harris & D. Newman Completion Date: 12/18/13

