



CLOSE CALL REPORTING... IT WORKS

Report during the months of September to October 2014

Metro and ATU Local 689 take close calls seriously. Metro has approved safety actions to address concerns by L689 employees in RTRA, TIES, and ITNCS who make confidential reports directly to the Bureau of Transportation Statistics.

Employee Concern: The Lack of documentation and knowledge of procedures of on-site incidents

The incident evaluation procedure should be fair and unbiased by those involved. Using incorrect documentation and/or procedures before investigating the incident has the potential to discourage individuals from reporting injuries and unsafe incidents in the future.

Actions: To ensure that incidents/accidents are handled fairly and unbiased; SAFE will implement the following:

- Develop step-by-step On-the-Job Injury Procedures and training to all departments by December 2014
- Distribute a bulletin across departments by December 2014 which states:
 - The only valid form for incident/accident reporting is the “Initial Incident Form”
 - Step-by-step procedures for on the job incidents
 - SMS is the system of record for all incidents

- Develop a multi-departmental team to streamline incident/accident reporting to one document.

Responsible party is SAFE, Louis Brown

Completion Date: 3/31/15

Employee Concern: Improve Safety in and around shops

SOP 12 was created by CMNT to keep personnel working in and around the shop safe at all times. Flagging procedures outlined in SOP 12, when followed, will prevent employee injuries and fatalities.

Actions: TIES will perform random, unannounced audits on various shifts by cross-departmental supervisory personnel, Quality Assurance and Safety departments at all shop locations regarding SOP 12 compliance.

Responsible party is TIES, Rodrigo Bitar

Completion Date: 3/31/2015

