

**Attention:
TWU Local
100 Signal
Maintainers
& Helpers**

DAILY NEWS

***Inspector General Investigating
MTA Signal Department***

Protect Yourself!

• **Management** can give you 100 pieces of equipment to service, ***but there is no quota system.*** You must perform the test according to the Signal Standards and Procedures, i.e. Test 104, 107, 121, 122, etc.

Example: Two Signal Maintainers must service signals and switches. One maintainer must always see the associated relay drop. Under no circumstances, during regular maintenance, should a foreman watch your relay drop, unless the foreman is signing for the equipment.

IF YOU SIGN FOR THE EQUIPMENT, YOU ARE RESPONSIBLE.

• **If you are assigned** to work in an unfamiliar location, take your time to familiarize yourself with the area. Study the line prints. And when you set up flagging, make sure your distances are correct. Flagging violations are considered “near miss” situations, **and carry disciplinary charges.**

Do not be a victim of management's rush to service signal equipment.

• **If at anytime you feel unsafe**, or feel you are in imminent danger, cease work ask for a “Safety Resolution” form. (View other side of this leaflet to see what it looks like.) The foreman must produce this form and resolve the situation before work resumes. If you are still not happy, the issue must be bumped to the Superintendent and TWU Safety: **Days**, 212-873-6000, ext. 2173; **Nights**, 800-898-6608.

Tony Utano, Vice President, MOW | **John Chiarello**, LES Division Chair | **Duane MacMenamie**, LES 1st Vice Chair | **Charles Jenkins**, LES 2nd Vice Chair | **Duvet Williams**, LES 3rd Vice Chair | **Pete Foley**, LES Recording Secretary | **Mario Galvet**, LES Executive Board



LES Desk: 212-873-6000 ext. 2079



SAFETY RULE DISPUTE RESOLUTION FORM

This section is for the employee who is alleging a violation of a departmental or applicable NYC Transit-wide safety rule or a section of an applicable law.

An employee or group of employees directed by supervision to violate a departmental or applicable NYC Transit-wide safety rule or applicable law can utilize the following procedure in order to have the situation immediately reviewed by a supervisor and manager, if necessary.

If a manager is present when the issue is raised, the alleged violation need only be reviewed by the manager.

This procedure does not supercede or replace the provisions of the Collective Bargaining Agreement.

Employee Name	
Title	Pass #
Dept./Division	
Supervisor	Pass #
Date	Time
Task Being Performed	
Location	

1. In this section the employee must specifically describe the alleged violation. Indicate or describe the rule or standard being violated.

Time ____ a.m. ____ p.m. Date ____/____/____

Employee Signature (required)

2. In this section the supervisor at the location must indicate what actions he/she took regarding the concerns that the employee has indicated. If the employee does not agree with the explanation or action, indicate what the disagreement is and refer the matter to a manager who must notify his/her divisional Control Center and advise them to immediately notify the TWU of the issue (888-898-6608). If there is no divisional Control Center the manager must notify the TWU. The manager must immediately review the matter.

Employee Agree ☐ Disagree ☐

Employee Signature

Time ____ a.m. ____ p.m. Date ____/____/____

Supervisor Signature (required)

3. In this section a manager from the division must indicate what actions he/she took regarding the concerns that the employee indicated above. Upon explaining to the employees what changes will be made at the work site or that the challenge is not valid, the manager will direct the employee back to work. If the employee/gang refuses the manager's decision, appropriate action may be taken against the employee(s). If the supervisor/manager fails to correct a valid safety condition, appropriate action will be taken against the supervisor/manager.

Time ____ a.m. ____ p.m. Date ____/____/____

Manager Signature (required)/Print Name/Pass Number

Upon completion of this form it must be forwarded to the division head, the Office of System Safety (fax #718-243-4770), and the TWU Director of Safety and Health (fax #212-724-5826).

Supervisor/Manager Copy