

STANDARD OPERATING PROCEDURE FLAGGING FOR WORK GANGS ON THE RAPID TRANSIT

REPORTING TO STATION

1. Read the current bulletins to determine if there are any special train routings at your flagging location.
2. Pick up a flag, a blaze-orange safety vest, the approved portable track trip and an air horn from the station office. (The flagman must also bring his own whistle for use in the event an air horn is not available or becomes defective.)

If flagging will be done after dark or if flagging in a subway, lanterns must also be obtained.

3. Obtain a "Time Slip" (CTA 3533) from the Station Clerk.
4. Proceed to work location immediately after securing equipment.

REPORTING TO WORK LOCATION

Upon arrival at the work location, report to the gang foreman or other person in authority for instructions.

AT WORK LOCATION

NOTE: If you receive orders from a foreman which are contrary to the instructions below or if you do not understand what you are to do when arriving at a flagging location, call the Radio Dispatcher, CTA phone 2345.

1. Check that protective area is marked in proper manner as prescribed in "Standards for Establishing Protective Areas on R. T. Tracks" and "Rules for Operating Employees."
2. With the assistance of the foreman, place portable track trip on left-hand running rail (when facing in direction of train travel) opposite slow flags.

Stand between running rails while installing a track trip. Select a location for mounting which will provide you with good footing. (Foreman or Assistant Foreman will assist in selecting proper location for trip.)

3. Take a position at the portable track trip and in full view of approaching trains. Have trip in the raised position at all times except when a train has been signalled to proceed.

NOTE: When flagging for carpenters or painters working on a station platform, flagman must be at track level with a trip installed, not on station platform.

4. As approaching train reaches yellow approach zone flag (800 ft. from workmen), blow one long blast of the air horn (or whistle, if being used) to warn workmen. At the same time, raise the red flag at arm's length in a horizontal position across the track. (Rule 128 - Reduce Speed.)
5. When workmen and materials are in the clear, place the portable track trip in the clear position and then, facing the Motorman, give a hand "Proceed" signal. (Do not use a red flag or red lantern to give a "Proceed" signal.) If a speed other than the normal slow-zone speed (6 MPH) is desired, indicate this to Motorman by voice or hand signal before giving the "Proceed" signal.

NOTE: If a train reaches your position before the track is clear, the Motorman must stop the train in accordance with Rule 175.

6. If an approaching train fails to honor the protective area signals or the "Reduce Speed" signal, the flagman must make every effort to attract the Motorman's attention.

Any violation of slow-zone speed or failure to obey signals must be reported to your Station Superintendent. Time, location, direction and train identification must be furnished.

If members of a gang are failing to face passing trains or otherwise jeopardizing safety or if they are unnecessarily delaying trains, report the situation to the gang foreman. If violations continue, contact a Supervisor or your Station Superintendent.

WHEN WORK ASSIGNMENT IS COMPLETED

1. Fill in time slip and have it signed by Foreman or person in charge of gang.
2. Return flagging equipment to station office and report any defective equipment.
3. Turn in time slip.