



No.ECR/Optg. Safety Policy /78/505

Dated: 06 .02.2020

**Sr. DOMs**

East Central Railway  
DHN, DNR, DDU, SEE & SPJ

**SUB: 'RULE OF THE MONTH' FOR MONTHLY SAFETY MEETING AT STATION.**

It has been observed that during Safety Meeting conducted at stations, some of the subjects are not included or inadvertently not taken up for discussion. With a view to ensure that all relevant subjects necessary to enhance safety in train operation are essentially discussed, a list of month wise subjects for the year 2020 is attached herewith as Annexure-A. The under mentioned instructions are to be adhered while conducting Safety Meeting at the stations/yards.

1. The monthly safety meeting shall be conducted by SS/SM-incharge/ Senior most SM.
2. Topic for the given month should be discussed in detail and minutes of the meeting should be recorded in the register.
3. In case of non-attendance of staff in the safety meeting due to justified reason, the minutes should be given to read & understand and he will acknowledge by signing in the register when he/she resumes duty.
4. Safety Alerts, Safety Circulars, Safety Instructions, Safety Bulletins, Safety Drives etc. issued by Headquarter/Division shall also be included in the safety meeting.
5. The SS/SM in-charge to ensure that illiterate staffs are made to understand contents of the minutes of meeting before taking their acknowledgement in the register.
6. It is desired that staff of other departments available at the station during safety meeting should also be called for attending the meeting.
7. TI of the section should prepare a schedule of the Safety Meetings for his section and a copy of the schedule to be sent to Sr.DOM.
8. As per the schedule TI shall to ensure his presence in the meeting except in unavoidable circumstances and shall also sign on the minutes.

Henceforth, the safety meeting instead of fortnightly shall be conducted once in a month at all stations/Yards. Advise all SS/SM in-charge and sectional TIs for implementing the same with immediate effect.

Enclosure: Annexure-A

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## FOR THE YEAR 2020

Months	Subject	G&SR No.
<b>January</b>	1. Reversal of points against blocked line.	GR 3.38 & SR 5.19(2) (i)
	2. Protection strictly prohibited for shunting.	SR 5.14
<b>February</b>	1. Shunting during reception/dispatch of trains.	G&SR 5.16
	2. Control of Shunting & Precautions.	G&SR 5.13
<b>March</b>	1. Duties of Station Master generally when a signal is defective.	G&SR 3.68
	2. Securing of stabled load/vehicle at station.	G&SR 5.23
<b>April</b>	1. Condition for taking 'OFF' Home signal.	G&SR 3.40
	2. Condition for taking 'OFF' Last stop signal or Intermediate Block stop signal.	GR 3.42
<b>May</b>	1. Action taken in case of the following- * Seizure of roller bearing/Hot axle. * Hanging of parts etc.	G&SR 4.29
	2. Departure of train from Non-Signaled line.	G&SR 5.11
<b>June</b>	1. Reception of train on an obstructed/blocked line.	G&SR 5.09
	2. Sending a train in obstructed block section.	SR 6.02 (iv) Note- (vi)
<b>July</b>	1. Trains unusually delayed.	G&SR 6.04
	2. Working of Track maintenance machine.	G&SR 4.65
<b>August</b>	1. Precautions to be observed during disconnection/reconnection of gears.	G&SR 3.51
	2. Putting back of signal to 'ON' which was taken 'OFF' for movement of trains.	G&SR 3.36
<b>September</b>	1. Single line working on double line section in Absolute Block system.	SR 6.02
	2. Train signal register & Station Master changing duty.	G&SR 14.07 & 5.24 BWM 5.25
<b>October</b>	1. Conditions for closing the Block section.	G&SR 14.10
	2. Precautions to be observed during allowing/receipt of Power Block.	G&SR 17.04
<b>November</b>	1. Gate working Instructions and related records maintenance.	SR 16.02 (2) (A) & (B)
	2. Defective Gate signal & additional procedure.	G&SR 16.06
<b>December</b>	1. Obstruction at level crossing and action to be taken.	G&SR 16.07
	2. Method of train working during failure of Block Instrument.	Appendix-C of BWM