

East Central Railway

Office of the
Principal Chief Operations Manger
Hajipur

No.ECR/Optg. Safety/Monthly Safety Meeting Calendar /52/505

Dated: 12.12.2022

Sr. DOMs

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


SUB: 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 2023 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. 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.
5. It is desired that staff of other departments available at the station during safety meeting should also be called for attending the meeting.
6. 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.
7. As per the schedule TI shall to ensure his presence in the meeting except in unavoidable circumstances and shall also sign on the minutes.

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


12/12/2022
(R P Jha)

Dy.COM/Gen
East Central Railway, Hajipur

SAFETY MEETING CALENDAR FOR THE YEAR-2023		
Months	Subject	G&SR
January	Use and working of Calling –on signals	GR 3.13
	Use and working of Shunt signal	GR 3.14
February	Use and working of Fixed signals generally (Putting back of a Signal to 'ON')	SR 3.36 (3) (a), (b), (c)
	Points affecting movement of trains	SR 3.38
March	Locking of facing points	SR 3.39
	Taking 'OFF' Last Stop Signal or Intermediate Block Stop signal	GR 3.42
April	Taking 'OFF' signals for more than one train at a time.	GR 3.47
	Use and working of Traps, slip siding and catch siding	SR 3.50
May	Duties of SM generally when a signal is defective	SR 3.68
	Duties of SM generally when an approach stop signal is defective	SR3.69
June	Issuing of caution order & maintenance of caution registers	SR 4.09
	Action taken in case of the following- * Seizure of roller bearing/Hot axle. * Hanging of parts etc.	SR 4.29
July	Authority for shunting or obstruction in block section.	SR 8.15
	Bell code- for the signaling of trains, the prescribed code of bell signals as detailed below, shall be used, and a copy thereof shall be exhibited in each block station near the place of operation of the block working equipment.	GR 14.05
August	Working of Material train in a block section.	SR 4.62
	Working of track maintenance machines	SR 4.65
September	Reception of a train on an obstructed line.	SR 5.09
	Departure of a train from a non- Signalled line.	SR 5.11
October	Train in a block section without authority to proceed.	GR 6.06
	Restricted working of Rail dolley when the visibility is poor due to fog.	SR. 15.18(2) (iii) (d)
November	Placing of detonators in thick, Foggy or tempestuous weather impairing visibility.	SR 3.61
	Where not necessary to place Detonators and where it is necessary to place Detonators.	SR 3.61 (E) (i) & (ii)
December	No shunting should be carried out after granting line Clear if visibility is impaired.	SR. 8.06 (b)]
	Standardization of Operating form used and its fill up procedure.	Appendix-C of GR