

Personal Track Safety Program Details

The Personal Track Safety (PTS) program is comprised of a:

- Online Registration Form
- One-day live streamed event,
- Post-Work Knowledge Application Pack, and
- Final test

Upon successful completion of all elements of the program, participants will receive their PTS ID Card.

Registration

The first step in the PTS program is completing the online registration form for a course. To ensure all participants have a base-level of understanding of the railway environment before attending the course Microsoft Live Event, Pre-Work documentation (i.e. pre-work slides and participant guide) are provided for individuals to review. It is highly recommended to review before attending the course as the documentation contains information that prepares individuals for the content delivered in the live event.

To ensure successful registration for the desired course date, the online registration forms must be completed the Friday prior to the event by 3 PM (1500) EST.

If for any reason you require to change session dates, simply complete the online registration process again for the new desired date. Please Note: Metrolinx will not transfer participants between dates.

A week prior to the event session, individuals will receive a registration confirmation email that validates your enrollment and provides event specific links (i.e. Microsoft Live Event, Slido, Participant Guide, and session presentation slides) for the day of the class. Please save this email and book the time in your calendar. A formal calendar meeting invite is not sent out.

Live Streamed Event

The PTS course will be delivered through an online format using Microsoft Teams Live Events by credited facilitators.

We are excited to announce that with this format of delivery, not only is it convenient to attend, but class sizes are significantly larger so you will always be able to register for the date you want!

The course will be structured with timed breaks (including a lunch break). This is to ensure participant engagement levels and safety ergonomics are achieved. Designated break timelines will be communicated at the beginning of the session in the agenda for each day.

As an interactive session, facilitators are available to answer any questions in real-time throughout the session using the Slido application. The Slido application is optional for the session; however, it increases engagement by introducing participant interaction through polling and asking questions throughout the day.

Throughout the live event, participants can follow along using the session presentation slides and participant guide.

To ensure an engaging and successful experience for participants, they must have the following:

- Reliable internet access.
- A device to run the Microsoft Teams Live Event. Please note that multiple participants can stream the event from one device.
- If using Slido to participate, a method of running two (2) applications (Microsoft Teams Live Events and Sli.do) simultaneously:
 - 2 monitors,
 - 1 monitor and smart phone, or
 - Split screen with both applications visible

The day of the event, we suggest participants validate their access to the Microsoft Teams Live Event 15 minutes before the sessions starts. This will give them time to ensure access to the page, and any technical issues on their end can be resolved.

If using Slido, we also suggest testing the Slido site at this time. Participants will be able to click on the Slido event link or enter the Slido event code into the Slido website, which is provided in their registration confirmation email. This is to validate that everything is working as intended.

Please Note:

Course sessions start on-time and breaks end when designated by the moderator. A countdown timer is displayed during the Live Event for your reference. Late participants **will not** be considered present for the course. It is not possible for the moderator to manage late attendees in this forum.

Final Assessment

After the Live Event has concluded, participants will be sent a Final Assessment email from email address CPGSafetyTraining@metrolinx.com. They will be asked to complete the Final Assessment within five (5) days of receipt.

The Final Assessment consists of: course Evaluation, Post-Work Exercise, Test, and PTS ID Card Information Form. Refer to the Post-Work Exercise Case Study and answer the associated questions in the Final Assessment. To successfully answer the questions in the test, refer to the Pre-Work information, Participant Guide, and presentation slides from the Microsoft Teams Live Event session.

Complete and submit the PTS ID Card Information Form to email address CPGSafetyTraining@metrolinx.com.

Final Test

The link to the test is provided in the Final Assessment email following the conclusion of the Microsoft Teams Live Event session. This test is 50 questions made up of true/false, multiple choice, and multiple select questions. Your test will be submitted for scoring and you will receive an automatic message indicating whether you have successfully passed or failed the test. This message is received when you complete the test and press the "Done – Submit" button.

The passing grade to successfully pass is 80% (40 out of 50 questions). If you do not pass the test, it is required that you complete the test again.

Completing the PTs Course

Participants that successfully complete all components of the Final Assessment (including submission of PTS ID Card Information Form) will receive a "Congratulatory" email from PTS Registration confirming your successful completion of the PTS Course. Please save this email as it is "Proof of completion" until the participant receives their PTS ID Card in the mail.

Receiving Your PTS Card

Participants that successfully complete the course will receive a PTS ID Card sent via mail services to the mailing address specified in the PTS ID Card Information Form. This card must be presented each day on site.

All workers in the rail corridor must have a valid PTS ID Card by October 30, 2020. To ensure you have a PTS ID Card in your possession, Metrolinx recommends you complete the training by October 1, 2020 to ensure any delays in mailing do not impact your ability to work on site.

Additional Information

PTS training is valid for three (3) years.

Throughout the year, Metrolinx auditors will be onsite ensuring both Protecting Foremen and workers are following the guidelines outlined in the PTS course.