

## Personal Track Safety (PTS) Frequently Asked Questions

### **PTS Information:**

Below are a series of questions and answers to help clarify information about the PTS program and registration. If you do not see your question below, please contact [MXSafetyCompetence@metrolinx.com](mailto:MXSafetyCompetence@metrolinx.com).

### **Who needs to take the PTS course?**

PTS is required by all individuals working in Metrolinx-owned railway corridors and the Right-of-Way (ROW).

Right-of-Way refers to Metrolinx-owned and operated on subdivisions of railway, infrastructure, rail/maintenance/layover yards, and all property between property fences, or if no fence, everywhere within 50 feet from the outermost rail.

### **Who does not require the PTS Course to access site?**

The following can access the corridor without a valid PTS ID Card/certification:

- Delivery Drivers who will not perform work on site, and
- Individuals attending site under a Metrolinx issued Site Visitors Permit.

### **What are the requirements for Delivery Drivers to access the railway corridor since they do not require the PTS Course training?**

Delivery of materials/tools/equipment must be pre-planned in advance. The following are required for deliveries:

- Constructor to be given 24 hrs of notice.
- Resources are arranged for the delivery – escorted by a Contractor-supplied competent signal person, Metrolinx authorized person, or Track Protecting Foreman (ROW).
- Planned with Track Protecting Foreman.
- Attend a Job Briefing.
- Must be equipped with stationary or temporary beacons (according to Metrolinx beacon policy).

- Have appropriate signalling, traffic control, and take precautions with electrical conductors.
- Never exit the vehicle in ROW, unless authorized.
- When exiting vehicle, must be wearing required PPE (according to Metrolinx PPE policy).

### **What are the requirements to obtain a Metrolinx issued Site Visitors Permit/Site Escort?**

Reach out to your respective Metrolinx contact and Project Delivery Team (PDT) for information and assistance with obtaining a Site Visitor Permit/Site Escort.

### **Who from Metrolinx will tell me if I need this course?**

The information will be managed through your respective Metrolinx contact and Project Delivery Team (PDT). Typically, this is defined through the tender process.

### **What is the process of registration to the PTS course?**

You are to create a Competence Management System (CMS) user profile, upload a photo meeting the defined specifications (refer to the Job Aids), search and locate a PTS session date that has availability, and register for the session. Job Aids are available at the bottom of the PTS website to guide you through each process.

Dates of training are on a first come, first serve basis. If the course is full, you cannot be added over the capacity. You will have to search and choose the next availability session. The remaining seat availability for a session is indicated under the registration button for the session.

### **Can I be added to the already full course if it is urgent work?**

We will not accommodate any urgent request to add workers to an already full session. Please ensure you plan with ample time before you start work.

Note: It is recommended that you actively check the system prior to the session delivery as individuals may withdraw prior to the session making spots available for your registration.

## **I can no longer attend the PTS session I registered for, what should I do?**

If you can no longer attend the PTS session you registered for, please withdraw from the session by clicking the "Withdraw" button in the CMS. This will open your spot up for other individuals that needs to register. Sessions fill up quickly, and individuals are always looking to get into classes.

## **What lead time should I complete the PTS course and certification before arriving at site?**

Metrolinx recommends you start registration for the PTS course and complete the certification at least four (4) weeks prior to your expected on-site start date. This is to ensure you have time to successfully complete the course and competency test, access your temporary PTS certificate, and allow time for your PTS ID Card to arrive in the mail.

Note: If you do not receive your PTS ID Card by the time of your start date, use the temporary PTS certificate as your proof of completion.

## **Can spots be reserved for individuals?**

Spots cannot be reserved in advance of completing the full registration process. Spots are allocated on a first come, first serve basis. We are unable to process any additional spots when a course is full even if it is an urgent request.

## **What is the cut-off time for registering for a PTS session?**

Registration cut-off for the PTS session is the **morning of the session 30 minutes after if commences (9:00 AM)**. The registration cut-off time is displayed in the PTS course session details. Registration is on a first come, first serve basis. We will not be able to add any participants after the course becomes full.

## **What is the PTS Course delivery format?**

The PTS course is delivered through an online format, using Microsoft Teams Live Events by a rail safety facilitator and moderator with a visual experience; participants can choose to participate in interactive polls and ask questions to the facilitator and moderator through the Slido application. This makes it just as engaging as being in the classroom!

### **How is my attendance captured for the PTS session?**

During breaks a link to the session attendance sign-in form will be shared. All participants must complete this short form to confirm attendance to the program. Failure to complete this form will result in the participant being marked absent and they will have to retake the program.

Do not share the link or enter your attendance outside of the communicated attendance checkpoints times in the session as you will not be captured in the attendance. Only those that enter their information during the communicated time are captured. This is to prevent sharing of links and logging attendance without actually being in the course.

### **How long will the training be valid?**

The PTS certification is valid for three (3) years from the date of successful completion.

### **Is there a cost?**

No, the PTS program is being offered at Metrolinx' expense. Participant's time will be covered by their respective employers.

### **Does this replace CN or CP Contractor Training?**

No, CN and CP set their own minimum requirements for training. This program has not been approved by CN or CP to replace their specific training requirements. If you are on a Metrolinx project on CN or CP territory, you will need both PTS certification and either CN or CP applicable training.

### **Does this course replace TWSI?**

No, The TWSI is part of the Metrolinx approved CROR qualification required by Rail Protection provider employees.

## **Which Metrolinx approved contractors can request exemption from taking the PTS course and only completing the PTS competency test?**

Companies on Metrolinx' pre-approved qualified rail protection list have the option for their employees in possession of a Metrolinx approved CROR designation to test out of the PTS course. The following companies can request exemption:

- RailTerm Maintenance Services (10262595 Canada Inc.).
- A&B Rail Services Ltd.
- Cando Rail Services Ltd.
- OWS Railroad Construction & Maintenance Ltd.
- PNR RailWorks Inc.
- TTR (Toronto Terminals Railway Co. Ltd.).

Note: CN/CP issued CROR certification in conjunction with TWSI does not meet the requirements as Metrolinx approved CROR.

For information on this process, refer to the **"PTS for Prequalified Flagging Providers"** section on the PTS website.

<http://www.metrolinx.com/en/projectsandprograms/constructionanddevelopment/personal-track-safety-program.aspx>.

## **What happens if a contractor employee is working in the rail corridor and ROW without a PTS ID Card?**

All workers will be asked to present their PTS ID Card or temporary PTS certificate to either their Construction Foreman/Foreperson and/or Rail Protecting Foreman/Foreperson when they arrive to site. If you cannot present the PTS ID Card or temporary PTS certificate, you will not be granted access to site. If you are in the railway corridor and ROW without authorization, you will be removed from site.

Note: The temporary PTS certificate is only valid until you receive your physical PTS ID Card.

## **I heard the PTS course was going to be a two-day in-class course. Why the change?**

The initial intent for the PTS Course was a two-day in-class training program. Due to the current COVID-19 pandemic, changes were made to ensure the safety of our participants and Metrolinx employees. The new one-day live streamed event, in conjunction with the sessions PowerPoint presentation and pre-work supporting documentation, will cover the same content as the two-day event, but in a more flexible and safe method.

### **When COVID is over, will this go back to a two-day in-class program?**

Based on the success of the current PTS delivery method, at the moment there is no plan to change the method of delivery for PTS.

### **Will the PTS course be offered on site at company locations?**

With the change to online delivery, participants will be able to attend the program at a location that is best for them. The only limitations will be the ability to access the live event and supporting polling software through an internet connection.

### **Does this course replace the GO-Safe Online Orientation or Contractor Orientation (formerly CMO/CPG Orientation)?**

Yes, the PTS course replaces both GO-Safe Online Orientation and Contractor Orientation. PTS certification is mandatory as of January 31, 2021.

### **What date is PTS training identification (PTS ID Cards) only accepted on site?**

All people looking to access a Metrolinx rail site after January 31, 2021 must have a valid PTS Card or temporary PTS certificate.

### **What technology is required to successfully complete the online component of training?**

- 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

Note: Participants will be required to complete a short attendance checkpoint online survey during the breaks to capture their attendance. They can use the same computer used to stream the event to answer this short survey.

### **Can I stop the training and resume at a later date?**

Once you begin the PTS MS Teams live event session, you must remain for the entirety of the session until it is completed. You can not start the session and pick up at a later time.

If you can not attend your registered session, withdraw from the session and register for another one.

### **What is the minimum class size?**

The PTS Course class size is capped at 150 registrations and will not run with less than 12 registrants. When a class is cancelled due to low enrollment, those participants that have registered will be contacted and asked to register for the next available class.

### **How long is the one-day live event?**

The expected run-time for the live event is from 8:30 a.m. to 4:00 p.m. (0830-1600) EST.

### **Is the training available in multiple languages?**

No, at this time the PTS session is only delivered in English (verbal and written).

If you are unable to fully participate due to a language barrier, it is required that you plan accordingly for a translator, we will not provide any translation services. All fees related will not be paid by Metrolinx.

### **What happens if I require accommodations?**

If accommodations are necessary, please contact [MXSafetyCompetence@metrolinx.com](mailto:MXSafetyCompetence@metrolinx.com) indicating your requirements in advance of attending the course in order for proper measures and options to be discussed.

### **What happens when I complete the PTS session?**

After successfully attending the PTS session Microsoft Live Event, all participants will have their attendance verified and marked in the CMS as completed. This process

takes up to 1- hour following completion of the live event. Once you are marked as completed, you will have access to complete the competency test. Prior to completing the competency test it is mandatory that you complete and submit the course evaluation survey.

After successfully completing the PTS competency test, you will be able to access your temporary PTS certificate from your transcript in the CMS, and your PTS ID Card will be issued for printing.

Your PTS ID Card will be sent to you in the mail to the address specified in your CMS account profile.

\*We follow strict protection policies for securing personal and confidential information\*

### **I have not received my PTS ID Card in the mail, why?**

If you have not uploaded a headshot photo that meets the specifications or do not enter an accurate mailing address in your CMS user profile, your PTS ID Card will not be issued for printing.

It is the responsibility of the user to ensure this information is accurate and up-to-date.