

Appendix A: THE SAFETY ASSESSMENT TEAM

Road/Railway Grade Crossing Safety Assessment Coordinator

An assessment coordinator should be selected by the road and rail authorities to manage the various activities of the program including:

- Select the assessment team members
- Select grade crossings to be assessed
- Oversee the safety assessment process and data collection and exchange
- Keep process moving
- Maintain communications
- Resolve conflicts
- Process reports and arrange meetings

The coordinator for each authority should ideally be an employee of the railway company or the road authority who is competent in safety engineering and understands the grade crossing safety assessment process.

Assessment Team

The grade crossing safety assessment team needs to bring together a set of skills that will ensure the most relevant safety aspects of the grade crossing environment are addressed. It is recommended that a team approach be used with representation from both the road agency and the railway company. The following core skills are typically required of the team as a whole:

- **Railway Safety:** expertise in understanding the causes of railway crashes and what countermeasures can be effective in reducing the crash risks at grade crossings.
- **Road Safety:** expertise in understanding the causes of road crashes and what countermeasures can be effective in reducing the crash risks at grade crossings.
- **Traffic Operations:** experience in the principles of traffic engineering (traffic flow, capacity, design and placement of traffic control devices, traffic signal timings and interconnection systems etc.).
- **Geometric Design:** extensive road design and railway design experience including the design of road/railway grade crossings for all users.
- **Railway Signal Operations:** extensive knowledge of active train control systems, interconnection with adjacent signalized highway intersections and general experience with railway operations and maintenance.

Typically the team will include persons with more than one of the above noted skill sets. A team member should also have a good knowledge of local conditions including rail and road traffic patterns and proposed local and regional developments. There may be other specialist skills required other than the ones mentioned but these may be needed only to assess the more complex grade crossings. The safety assessment team should have a designated team leader. Regardless, Section 11 of the Grade Crossing Regulations requires a “qualified person” (as defined in Section 1) to conduct an assessment.

Team Size

It is recommended that a grade crossing safety assessment team consist of two people. For more complex grade crossings it may be desirable to have a larger safety assessment team.

Team Composition

It is the responsibility of the Railway Company and Road Authority to select the safety assessment team members. The team members can come from various sources such as, staff members from the road authority, staff members from the Railway Company or qualified engineering safety consultants. Ideally, there should be representation from the Railway Company and the Road Authority.