



## Motion No. M2020-30

### Annual Agency Safety Plan Approval

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience and Operations Committee	06/04/2020	Recommend to Board	Moises Gutierrez, Interim Chief Safety Officer
Board	06/25/2020	Final action	<b>Erin Brumbaugh, Program Manager - SMS</b>

### Proposed action

Approves the annual Public Transportation Agency Safety Plan for submittal to the Washington State Department of Transportation's State Safety Oversight Office.

### Key features summary

- This action allows Sound Transit to satisfy Federal Transit Administration requirements to develop a compliant Public Transportation Agency Safety Plan and provide this plan to the State Safety Oversight Office in the Washington State Department of Transportation.
- The Agency Safety Plan contains information as to how Sound Transit manages safety risk and measures the effectiveness of the safety programs. It is organized by federal plan requirements using the Safety Management System framework: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.
- The submittal of the Agency Safety Plan is a new FTA requirement. Sound Transit must submit the plan to WSDOT by December 31, 2020.

### Background

The FTA published 49 CFR 673 on July 19, 2018, with an effective date of July 19, 2019, requiring rail transit agencies receiving Federal funds to develop and maintain a Public Transportation Agency Safety Plan utilizing a Safety Management System framework by July 19, 2020 (in light of current circumstances, this date has been recently extended by the FTA to December 31, 2020). This rule requires that the Agency Safety Plan be signed by the CEO and approved by the Board.

Sound Transit's Agency Safety Plan was developed through work with the FTA, internal and external operational partners and research and inventory of internal processes. FTA hosted many webinars to help the industry better understand the regulation. FTA also provided resources comparing the previously required System Safety Program Plans to the new Agency Safety Plan. Simultaneously, the Safety Department worked with operating partners, Washington State Department of Transportation's State Safety Oversight office, and internal stakeholders to accurately document Sound Transit's current approach to safety management and explore additional process requirements. Lastly, the Safety Department researched and inventoried all related safety documentation, which provides a network of safety procedures and roles already recognized by the agency to shape the plan and provide a solid foundation for future implementation activities.

The Agency Safety Plan is organized by federal plan requirements using the Safety Management System framework: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety

Promotion. These four components work in a cycle, allowing for continuous improvement of Sound Transit's processes and methodologies in a changing environment.

- Safety Management Policy reiterates the Agency Safety Policy and sets the tone for safety management at the agency. It includes specific references required by the regulation. Additionally, this section describes the employee reporting process, integration and coordination with public safety and emergency management, and high-level roles and responsibilities as they relate to safety activities.
- Safety Risk Management describes the process for managing safety risk at the agency. Specifically, it defines the hazard identification, analysis, evaluation, and mitigation processes utilized by agency personnel.
- Safety Assurance provides the means to measure and assess safety performance through audits, investigations, system reviews, management of change, and continual improvement activities.
- Safety Promotion focuses on communicating safety information and training staff to use these processes. This is how the Safety Management System effectively evolves to meet the ever changing environment and provide feedback to employees on identified hazards.

### **Fiscal information**

Not applicable to this action. This action will have no fiscal impact on the agency.

### **Disadvantaged and small business participation**

Not applicable to this action.

### **Public involvement**

Not applicable to this action.

### **Time constraints**

Although FTA has extended the deadline for submittal to December 31, 2020, this measure should be adopted without delay to permit the improved safety measures to be implemented as soon as possible.

### **Prior Board/Committee actions**

Resolution No. R2017-13: Adopted a Safety Policy.

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**Environmental review** – KH 5/26/20

**Legal review** – JW 5/28/20



## Motion No. M2020-30

A motion of the Board of the Central Puget Sound Regional Transit Authority approving the annual Public Transportation Agency Safety Plan for submittal to the Washington State Department of Transportation's State Safety Oversight Office.

### Background

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Safety Promotion focuses on communicating safety information and training staff to use these processes. This is how the Safety Management System effectively evolves to meet the ever changing environment and provide feedback to employees on identified hazards.

**Motion**

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the annual Public Transportation Agency Safety Plan is approved for submittal to the Washington State Department of Transportation's State Safety Oversight Office.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 25, 2020.

  
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Kent Keel  
Board Chair

**Attest:**

  
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Kathryn Flores  
Board Administrator