



## Motion No. M2022-15

### Annual 2021 Agency Safety Plan Approval

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience and Operations Committee	02/09/2022	Recommend to Board	David Wright, Chief Safety Officer
Board	02/24/2022	Final action	<b>Erin Brumbaugh, Deputy Director – Transportation Safety &amp; Security</b> <b>Melissa Durel, Security &amp; SMS Manager</b>

### Proposed action

Approves Sound Transit’s annual 2021 Public Transportation Agency Safety Plan submittal to Washington State Department of Transportation’s State Safety Oversight Office.

### Key features summary

- This action allows Sound Transit to satisfy Federal Transit Administration requirements in 49 CFR 673 to maintain a compliant Public Transportation Agency Safety Plan and provide this plan to the State Safety Oversight Office in the Washington State Department of Transportation.
- This plan must be approved on an annual basis, or as needed when continual improvement activities deem an update is needed.
- The 2021 revision includes updates related to audit findings, organizational changes, updated safety performance measures and targets, and other internal plan revisions. Per state and federal requirements, the Board must approve the revised Agency Safety Plan prior to CEO signature and submittal to WSDOT.

### Background

The FTA passed the 49 CFR 673 Public Transportation Agency Safety Plan rule on July 19, 2018. The rule requires all rail transit agencies and bus agencies that receive 5301 funds to develop a Public Transportation Agency Safety Plan using a Safety Management System framework. Sound Transit prepared an Agency Safety Plan in compliance with the aforementioned rule, approved by the Board in June 2020. This plan must be reviewed on an annual basis or revised as needed for continuous improvement.

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. 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 approach to safety management. The Safety Department researched and inventoried related safety documentation to aide in shaping 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.

The Agency Safety Plan will undergo annual review and must be approved on an annual basis or when needed should continual improvement activities require an update.

### **Fiscal information**

Not applicable to this action.

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

Not applicable to this action.

### **Public involvement**

Not applicable to this action.

### **Time constraints**

A one-month delay would create a significant impact to any requirements. Sound Transit must submit the Agency Safety Plan to the WSDOT State Safety Oversight Office by March 1, 2022.

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

Motion No. M2020-30: Approved the annual Public Transportation Agency Safety Plan for submittal to the Washington State Department of Transportation's State Safety Oversight Office.

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

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**Environmental review** – KH 1/21/22

**Legal review** – AJP 1/28/22



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### Background

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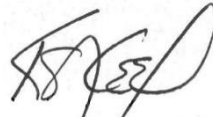
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**Motion**

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority approves Sound Transit's annual 2021 Public Transportation Agency Safety Plan submittal to 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 February 24, 2022.



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Kent Keel  
Board Chair

**Attest:**



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Kathryn Flores  
Board Administrator