

2024 Agency Safety Plan Revision Summary

Location	Section / Subsection	Comment
All	All	<ul style="list-style-type: none"> - Formatting changes for aesthetic purposes, and accessibility (when able) - Verbiage updates that do not change the intent / impact of the statement - Links updated and placed in document (where the opportunity was available) to both external / internal documents / sources - Table of Contents updated - Updates to Department / Division titles based on the current ST organizational structure <ul style="list-style-type: none"> o All references to “Safety Department” have been updated to reflect new organizational structure of a “Safety Division”
Pg. 2	Approval (Cover) Page	<p>+ verbiage <i>“The below individuals, committee, and Board of Directors have verified that the agency safety plan addresses all applicable requirements of the Public Transportation Safety Program and the National Public Transportation Safety Plan. Hyperlinks provided below will direct you to the corresponding signed memos and Safety Policy.”</i></p> <p>+ Table that includes approvals and dates from the following:</p> <ul style="list-style-type: none"> - Employee Safety Committee - Board of Directors - CEO Signature of Safety Policy Statement
Pg. 5	Revision Table	2024 Revision Summary document link added
Pg. 6-11	Abbreviations & Definitions	<p>Updates to <i>Abbreviations</i> list including both the addition and removal of abbreviations for currency / relevancy within the ASP.</p> <p>*Reference the previous year’s revision of the ASP for comparison</p>
Pg. 6-11	Abbreviations & Definitions	<p>Updates to <i>Definitions</i> list including the addition, removal, or update to definition for currency / relevancy within the ASP</p> <p>*Reference the previous year’s revision of the ASP for comparison</p>
Pg. 12	0.0 Introduction	<p>+ verbiage <i>“Sound Transit also manages the Sounder Commuter Rail (SCR), however all information related to SCR is detailed in a separate manual, the SCR System Safety Plan.”</i></p> <ul style="list-style-type: none"> - This verbiage was added for further clarification about the scope of the Agency Safety Plan
Pg. 13	0.1 ST Background > Board of Directors	<p>+ four Board committees’ and more information about each one:</p> <ul style="list-style-type: none"> - Executive Committee - Rider Experience and Operations Committee - System Expansion Committee - Finance and Audit Committee
Pg. 13	0.1 ST Background > Delegation of Authority and Accountability in SMS	<p>+ verbiage <i>“The CSO is responsible for the implementation and operation of the Agency’s SMS and has license to directly contact the AE on any pertinent safety matter. The CSO maintains a dotted reporting line to the AE in the organizational structure, as shown in Appendix 2.”</i></p> <ul style="list-style-type: none"> - This verbiage was added due to the recent ST organizational structure change and confirmed to be acceptable by the PTASP TAC

Pg. 15	1.1 Regulatory Updates to the Agency Safety Plan	<p>2023 Updates were either removed or added to a new location within the ASP. *Reference the previous year's revision of the ASP for comparison</p> <p>2024 updates were added to the ASP. This includes information about:</p> <ul style="list-style-type: none"> - Implementation of a Risk Based Inspection (RBI) Program, per Special Directive 22-51 - Steps ST is taking to implement the RBI program
Pg. 16	1.2 Safety Performance Measures and Targets	+ verbiage <i>"For 2024, Sound Transit has adopted a new method for determining safety performance targets based on historical performance and trends. Recently Sound Transit has observed an increase in injury and event rates that are not aligned with historic performance. To this end, Sound Transit has evaluated both the average rate for safety targets and the average year over year change in rate. By comparing the average rate and the average rate of change over a three-year period, Sound Transit has developed safety performance targets that are an accurate representation of the current state of the systems, achievable given existing constraints and priorities, and push for continuous improvement. For performance measures that have not experienced anomalous change, Sound Transit pursues progressive targets for safety."</i>
Pg. 17	Figure 3 – Safety Performance Targets	<p>Performance Targets were updated for 2024-2025 *Reference the previous year's revision of the ASP for comparison</p>
Pg. 17	1.3 Conformance with FTA Guidelines	<p>+ verbiage regarding use of 5307, 5337, and 5339 funds +verbiage regarding the implementation of a risk reduction program</p>
Pg. 18	Figure 4 – Risk Reduction Program – Safety Performance Targets	<p>+ new Figure 4 + Risk Reduction Program targets</p>
Pg. 18	1.5 Employee Safety Committee	New addition of section / header – information in this section was previously in Section 1.1; new section was created to house this information
Pg. 18	1.6 Review and Update of the ASP	+ verbiage about ST requesting that contr a due date of contracted partners ASPs
Pg. 22	2.0 Safety Management Policy	<p>+ verbiage in Safety Policy: <i>"To support the SMS, safety programs and the safety culture, the CSO may communicate with the CEO without obstacle. Sound Transit will integrate the management of safety among the general responsibilities of all employees, as defined in all ST job descriptions."</i></p> <p>Updated name of Interim-CEO Removed previous CEO information</p>
Pg. 23	2.1 Safety Management Policy Communication	Updated verbiage from <i>"bi-annual"</i> to <i>"biennial"</i> to correctly reflect training refresher cadence
Pg. 23	2.2 Employee Reporting Program and Feedback	+ verbiage <i>"The Tacoma Link Safety and Security Committee (TLSSC) reviews employee reporting practices monthly for monitoring and continuous improvement."</i>
Pg. 24	2.3.1 Organizational Role and Responsibilities	<p>+ verbiage <i>"Transit Asset Management Plan"</i> + verbiage <i>"This position has authority to directly contact the Accountable Executive on any pertinent safety matter."</i> + verbiage <i>"Approval of the Agency Safety Plan"</i></p>

		+ verbiage "...and includes the CEO, Deputy CEOs, and Chiefs and Executives of divisions"
Pg. 25	2.3.2	+ verbiage " <i>Sound Transit's operating partners are contractually obligated to have a formal SRM process that identifies hazards, risks, and mitigations</i> " Job titles updates due to organizational restructure
Pg. 26	2.4 Plan Implementation	Removed verbiage regarding ISO 45001 certification Updated information regarding safety training
Pg. 30	3.3 Risk Mitigation	Title of Section updated from " <i>Risk Treatment</i> " to " <i>Risk Mitigation</i> "
Pg. 33	4.1.1 Rule Compliance and Procedure Review	Reference and link to Figure 4 (Risk Reduction) added Job titles updated for currency
Pg. 34	4.1.2 Safety Data	Addition of verbiage " <i>Additionally, a safety data governance committee is being established.</i> "
Pg. 35	4.1.3 Transit Safety Inspections and Assessments	SOP updated to reflect document name change
Pg. 35	4.1.4 Transit Safety Event Investigations	Update of job titles Addition of verbiage "...while gathering information to be forwarded to the TSS Investigations and Assessments team"
Pg. 40	5.1	Addition of verbiage surrounding safety trainings assigned to employees. Update to the current ST process
Pg. 41	5.2.3 Internal Communication	Verbiage updated for currency and relevancy. See "...bi-weekly communications are sent to all agency staff that include articles focused on current / relevant safety topics, as well as agency updates and announcements".
Pg. 43-50	Appendix 1	Updated for relevancy
Pg. 51	Appendix 2	Updated for relevancy