



How to Build a Safety Action Plan (SAP)

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What is a Safety Action Plan (SAP)?

- ***A Safety Action Plan is a written document that:***
 - ***Describes the Safety Vision for the railroad;***
 - ***Recognizes the safety history of the railroad;***
 - ***What the current conditions are;***
 - ***What the hazards are;***
 - ***What are the plans to minimize the risks; and***
 - ***Who is responsible.***

Safety Action Plan (SAP)

- ***Think of a SAP as a road map:***
 - ***Where have we been,***
 - ***Where are we now,***
 - ***Where are we going, and***
 - ***How do we get there***

SAP Table of Contents

- **A Safety Action Plan focuses on seven key components:**
 1. Safety Vision or Safety Statement of the Railroad
 2. Historical Statistics
 3. Safety Behavioral Observations
 4. Communication and Training
 5. Safety Awareness
 6. 100% Rules Compliance/Conformance
 7. Recognition

1. Safety Vision, Philosophy, or Statement

- **Safety Vision:** Building a Safety Culture Through Mutual Respect, Leadership and Accountability.
- **Safety Philosophy:** Building a culture where safety is the foundation and everything we do demonstrates an appreciation for life and every act values the lives of our employees, customers and communities.
- **Safety Statement:** We believe our employees are our most valuable commodity and that every accident or injury is preventable. We believe that all risks may be safe guarded and that training employees to work safely is essential. We believe all employees must work safely as a condition of their continued employment. We will continuously develop, implement, monitor and improve our Safety process to develop a safety culture that fosters enthusiasm, creativity, integrity, commitment and a positive safety culture celebration.



If you write it and say it....LIVE IT.



2. Historical Safety Statistics

- **FRA Office of Safety, Safety Data Website**
- <http://safetydata.fra.dot.gov/OfficeofSafety/Default.aspx>
- Key FRA Reports: Only FRA Reportable Casualties & Accidents *
 - 2.04 Employee On-Duty Casualties
 - 2.09 Train Accidents and Rates
 - 5.09 Highway/Rail Detail Report
- Non-Reportable Casualties & Accidents
 - What & Where do you have Casualties?
 - What & Where do you have Accidents?
 - What are the Causes?

2. Historical Safety Statistics (continued)

- Results of Operational Tests
 - *By Craft*
- Safety Hotline
- Safety Committee Reports of Unsafe Conditions
- FRA Inspection Reports
- Customer Safety Reports / Accidents

3. Safety Behavioral Observations

- The {RAILROAD} management team will observe and become involved in the effective prevention of workplace injuries. The management team will perform one-on-one safety contacts with a focus on the most frequent injury / accident types at the {RAILROAD} and how employees can work to reduce and eliminate these types of injuries. Management will review the feedback and results they receive from monthly Safety Meetings.
- May include:
 - Previous Year Review of Operational Testing
 - Summary of Previous Year, Total Tests & Total Failures
 - Operational Testing of Employees;
 - What, Why, When, Where, & Who
 - Safety Committee / Peer-to-Peer Observations
 - Review A/I, Previous Tests Results with Employees
 - ❖ Get Commitment

4. Communication and Training

Communication:

- Publish Safety Goals for All Employees. Goals may be broke down by craft, location, or other means. Improvement over previous year.
- All supervisors of Transportation, MOE, and MOW should post a rule of the week. The rule of the week must be posted where employees go on duty for work. The rule of the week must be discussed daily during the job briefing. Should be relevant.
- Form a Safety Committee that shall meet regularly at least _____ hours at least _____ times a year. (The Institute has examples for safety committees)
- The Safety Committee meetings should be conducted by 'Safety Captains' with support and direction by management, to communicate safety related items. Should hear and handle complaints relating to the health and safety of employees. Facility audits should be conducted by the Safety Committee.



4. Communication and Training (continued)

Communication:

- Records should be posted for derailments, work accidents, injuries and health hazards related to the health and safety of employees, and regularly monitor data relating to those accidents, injuries and hazards; posted and discussed with employees.
- Safety Alerts from TSA, FRA, ASLRRA, AAR, other Railroads.
- A safety Hazard communication log should be posted for employees to communicate safety concerns. Employees leaving contact information will be contacted with the remedial action.
- A toll free safety hot line number should be established and posted for all employees. The hot line recording will be checked by management on a daily basis and each concern shall be logged for handling and notice to all employees.

4. Communication and Training (continued)

Training:

- Employees will receive training essential to their job positions. The training will be provided to all management and non-management by their respective supervisors each calendar year. The training will include all the rules and regulations pertaining to each craft.
- Employees that operate trains or certain equipment over designated territories of the railroad and that operate special tools will be trained by their respective supervisor. Employees required to be certified to operate equipment or tools must do so prior to assignment to those job duties.
- All supervisors of covered employees that are required to meet all the FRA/OSHA requirements for training must do so at the beginning of each year.
- Employees that require rules testing will be tested at least once every ____ years.



5. Safety Awareness

- Safety Bulletin Boards: Should be uniform at every on-duty location
 - EAP Postings
 - Safety Alerts
 - Safety Committee meeting minutes
 - Safety performance
 - FRA Monthly Reporting
 - Employee Recognition
 - Safety Concern Reporting Forms

- Other suggestions could be a weekly or monthly E-Blast to all employees or newsletters with the same safety awareness material included



6. Compliance

- Observation and coaching to improve safe work practices will include:
 - Management Safety Observation Blitzes focusing on high risk segments.
 - Results of operational testing will be communicated to employees immediately and will include both positive reinforcement and coaching for each observation.
 - Appropriate coaching and documentation to support the safe execution of the tasks being audited will be required for all incidents of a failed task observation.
 - Each Supervisor will comply with {RAILROAD} and FRA requirements for testing.

7. Recognition

- In addition to encouraging safe work practices through frequent well deserved positive reinforcement for observations of safe work practices, a recognition program will be implemented to support keeping Safety top of mind for all employees.
- The {RAILROAD} will institute a program that will focus on both individual and group achievement.
- Examples of recognition may include:
 - Verbal recognition of a “job-well-done”.
 - Written acknowledgement, either in personnel record or letter to home.
 - Write up in railroad publication / newsletter.
 - Railroad Family cook-out day
- Examples of reward may include:
 - Gift certificates or cards for going “above and beyond”
 - Tokens of appreciation (Challenge Coins, Hats, Pins, etc)
 - Annual Safety Bonus