**[RAILROAD NAME OR LOGO]**

SAFETY ACTION PLAN

**20XX**

Contents

[Safety Vision 3](#_Toc203051893)

[1 Historical Safety Related Data 4](#_Toc203051894)

[1.1 Incidents 4](#_Toc203051895)

[1.2 Root Causes of Incidents 4](#_Toc203051896)

[2 Targets for Improvement 4](#_Toc203051897)

[2.1 Develop Key Process Indicators to Measure Safety Program Improvements 4](#_Toc203051898)

[2.2 Set Realistic and Specific Targets for Current Year 4](#_Toc203051899)

[2.3 Set Future Targets 4](#_Toc203051900)

[3 Process to Implement Improvements 4](#_Toc203051901)

[3.1 Compliance Testing 4](#_Toc203051902)

[3.2 Communication 5](#_Toc203051903)

[3.3 Safety Observations 6](#_Toc203051904)

[3.4 Safety Committee 7](#_Toc203051905)

[3.5 Safety Meetings 7](#_Toc203051906)

[3.6 Recognition 7](#_Toc203051907)

[4 Summarizing How the Specific Tasks Will be Measured 8](#_Toc203051908)

[4.1 Summarize inspection programs to ensure the activities are accomplished 8](#_Toc203051909)

[4.2 Describe program upkeep details 8](#_Toc203051910)

[Attachment 1 9](#_Toc203051911)

[1 Department Training and Communication 9](#_Toc203051912)

[1.1. Transportation 9](#_Toc203051913)

[1.2. Maintenance of Way 9](#_Toc203051914)

[1.3. Mechanical 9](#_Toc203051915)

[2 Safety Bulletin Boards 9](#_Toc203051916)

[3 Recognition 10](#_Toc203051917)

# Safety Vision

**[Insert your railroad’s Safety Vision/Safety Policy/Mission Statement here]**

# 1 Historical Safety Related Data

## Incidents

**Look at the previous year’s events and consider including items such as the following:**

* Human Factor Incidents
* Personal Injuries
* Grade Crossing Incidents
* Derailments
* Others as Relevant to Improving Safety

## Root Causes of Incidents

**Look at the Identify root causes and contributory causes of incidents and injuries.**

# Targets for Improvement

## Develop Key Process Indicators to Measure Safety Program Improvements

## Set Realistic and Specific Targets for Current Year

**Set realistic and specific targets for improving the safety program from the previous year. Targets can be percent reduction, but should also include the total number of incidents/injuries. These targets can include, but are not limited to:**

* **Year 1 XX** % reduction of personal injuries (YY)
* **Year 1 XX** % reduction human factor incidents (YY)
* **Year 1 XX** % reduction of derailments (YY)

## Set Future Targets

* **Year 2 XX** % reduction of personal injuries over Year 1 (YY)
* **Year 2 XX** % reduction human factor incidents over Year 1 (YY)
* **Year 2 XX** % reduction of derailments over Year 1 (YY)

# Process to Implement Improvements

## 3.1 Compliance Testing

**Operational testing performed in previous year**

* Operational testing: **XXX** Tests Completed, **XXX** Exceptions, **XX.X**% Exception Rate
* **XX.XX** % of all tests performed between the hours of **XX** and **XX**
* Exceptions **[details]**

**Operational testing to be performed in Year 1**

* Testing targets for Transportation
* Testing targets for Maintenance of Way
* Testing targets for Mechanical

**Operational testing to be performed in Year 2**

* Testing targets for Transportation
* Testing targets for Maintenance of Way
* Testing targets for Mechanical

## 3.2 Communication

**3.2.1 Identify specific communication tasks to be performed by each department.**

The following are examples of communication tasks that can be measured and assessed to determine if communications are improving the safety program. Attachment 1 has more ideas for improving communication. Starting small and building a robust communication system over following years will enhance the safety culture by becoming part of daily business.

**Transportation**

* Job safety briefing at beginning of each shift and when conditions change
* Implement rule of the day/week/month
* Review relevant incidents

**Maintenance of Way**

* Job safety briefing at beginning of each shift and when conditions change
* Stress life critical rules:
  + Track authority violations
  + Roadway Worker Protection
  + Stop signal violations
  + Fall protection violations

**Mechanical**

* Job safety briefing at beginning of each shift and when conditions change
* Regularly scheduled inspection of work areas to ensure good housekeeping

**3.2.2 Safety boards to disseminate safety related information**

* Describe how safety related information will be disseminated to employees; electronic or paper. Ensure they are posted in areas where employees gather and can be referenced during job safety briefings.
* Describe who is responsible for updating the board and how often it will be updated. It is important to continue having measurable tasks.
* Describe the type of information that will be posted. This can include, but is not limited to:
  + Safety alerts
  + Safety committee meeting notes
  + FRA monthly reporting

## 3.3 Safety Observations

**3.3.1 Describe program for employees to report safety concerns.**

Employees are the eyes on the ground for most managers and a good safety observation program enables the managers and leadership to know more about field conditions. Safety observations are a good measurable indicator to offset the injuries and incidents that may occur. If there are more safety observations reported and resolved than incidents, then employee engagement is high and signal a healthy safety culture.

**3.3.2 Items to consider for a robust safety observation program:**

* How safety observations are reported: verbally, written, safety hotline, etc.
* Who receives safety observations
* How safety observations are resolved: sent to a department manager, the safety committee, etc.
* A system in place to notify employees who reported a safety observation to know when it has been addressed.
* A system to address long term issues that require more capital or time to complete.

## 3.4 Safety Committee

**3.4.1 If the company has a safety committee, explain how the safety committee works and how it can be improved to further advance the overall safety program of the company.**

* Safety Committee topics should include employee issues from each department, as well as managers.
* Describe how the safety committee will formulate action plans to resolve open items.
* Describe how employees will be notified when resolutions are decided by the safety Committee members.
* Post safety meeting minutes.

**3.4.2 If the company does not have a safety committee, consider whether an employee driven safety committee will help improve the safety program. See SLSI website resources page and, 29 C.F.R. §§1960.37 more information.**

## 3.5 Safety Meetings

**3.5.1 Determine if company-wide or department-wide safety meetings will help improve the safety program and safety culture.**

**3.5.2 If safety meetings are conducted, consider the following:**

* How often they are performed (quarterly, semiannually, or annually)
* Who leads them
* Topics – should be relevant to the company and support improving safety.
* Posting safety meeting notes.

## 3.6 Recognition

**3.6.1 If the company has a recognition program, describe it here.**

**3.6.2 If the company does not have a recognition program, consider the benefits.**

Employees are engaged in safety program and rewarded for good behavior. However, safety incidents or injuries should never be part of the recognition program.

**3.6.3 When considering which tasks should be rewarded, consider whether the following measures fit your company culture:**

* Number of safety observations reported by employees
* Employees who lead safety meetings
* Employees who participate in the safety committee

# Summarizing How the Specific Tasks Will be Measured

## 4.1 Summarize inspection programs to ensure the activities are accomplished

## 4.2 Describe program upkeep details

* Where it will be stored
* Who is responsible for ensuring it is being followed
* Results are reported to leadership team and management

# Attachment 1

# 1 Department Training and Communication

Ideas for measurable goals for each department

## Transportation

* **XX** Engineers due for recertification in 20**XX**
* **XX** Conductors due for recertification in 20**XX**
* FRA mandated annual stop tests for Engineers to be completed by **[date]**
* Complete check rides of **XX** engineers in 20**XX** at a rate of not less than **XX** % each month
* Perform qualification trips for those requiring either remedial or refresher training within **X** weeks

## Maintenance of Way

* Review Any MOW incidents with Forces Daily
* Review MOW Safety Rule of the [day/week/month]
* Review MOW weekly job task training
* Bi-weekly inspections of RAILROAD critical tracks
* Quarterly private industry inspections
* Monthly audits of tools and equipment
* Semi-annual one on one meetings
* Post and review RAILROAD Safety Meeting Minutes
* Annual Sperry test & geometry car testing
* Stress the use of the MOW Employee Safety Person responsibilities
* Stress the use of good open communications
* Annual Roadway Worker rules training

## Mechanical

* Expanded daily inspections for proactive servicing and repair
* Monthly audits on facilities, tools & equipment
* Job task training

# Safety Bulletin Boards

If your company uses safety bulletin boards, consider including information such as the following:

* EAP postings
* Safety alerts
* SOFA reports
* Safety Committee meeting minutes
* Safety meeting minutes
* Safety performance (also reported on rule of the week/month)
* FRA monthly reporting
* Employee recognition

# Recognition

Ideas to create or enhance existing recognition programs

* Quarterly incentives
  + Winter, spring, summer and fall incentives for those employees who participate in safety activities.
* Seasonal safety awards
* Quarterly awards and recognition
* Departmental employee of the year
* Annual award and safety incentive
* Safety person of the year
  + All managers will select from the departmental employees of the year and select a single person to nominate as the employee of the year. This person could be considered for nomination as the ASLRRA safety person of the year.
  + Department heads to provide a detailed review of departmental employee who has exhibited and sustained a sincere focus on safety. That employee must have not failed any operational tests in the quarter, not been involved in a “HF” accident or injury and must have complied with the full-time employment policy to have qualified for this quarterly award.
  + The same standards will be required for the safety employee of the year for each department.
  + Detailed Review must include specific acts that the employee exhibits, programs or events that the employee either participates in or organizes, along with their safety history including operational testing record and attendance.