**[RAILROAD NAME OR LOGO]**

SAFETY ACTION PLAN

**2025**

Contents

[Safety Vision 3](#_Toc210144720)

[1 Historical Safety Related Data 4](#_Toc210144721)

[1.1 Incidents 4](#_Toc210144722)

[1.2 Root Causes of Incidents 4](#_Toc210144723)

[2 Targets for Improvement 4](#_Toc210144724)

[2.1 Develop Key Process Indicators to Measure Safety Program Improvements 4](#_Toc210144725)

[2.2 Set Realistic and Specific Targets for Current Year 5](#_Toc210144726)

[2.3 Set Future Targets 5](#_Toc210144727)

[3 Process to Implement Improvements 6](#_Toc210144728)

[3.1 Compliance Testing 6](#_Toc210144729)

[3.2 Communication 7](#_Toc210144730)

[3.3 Safety Observations and Reported Concerns 9](#_Toc210144731)

[3.4 Safety Committee 10](#_Toc210144732)

[3.5 Safety Meetings 11](#_Toc210144733)

[3.6 Recognition 12](#_Toc210144734)

[4 Summarizing How the Specific Tasks Will be Measured. 12](#_Toc210144735)

[4.1 Summarize inspection programs to ensure the activities are accomplished. 12](#_Toc210144736)

[4.2 Describe program update details. 12](#_Toc210144737)

[Suggestion for Measurable Goals: 13](#_Toc210144738)

[1 Department Training and Communication 13](#_Toc210144739)

[1.1. Transportation 13](#_Toc210144740)

[1.2. Maintenance of Way 13](#_Toc210144741)

[1.3. Mechanical 13](#_Toc210144742)

[2 Safety Bulletin Boards 13](#_Toc210144743)

[3 Recognition 14](#_Toc210144744)

# 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:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Incidents | 2023 | 2024 | 2025 | 2026 | 2027 |
| HF Incidents |  |  |  |  |  |
| Reportable Injuries |  |  |  |  |  |
| Non-reportable Injuries |  |  |  |  |  |
| Grade Crossing Incidents |  |  |  |  |  |
| Derailments |  |  |  |  |  |
| Other as Relevant to Improving Safey |  |  |  |  |  |

## Root Causes of Incidents

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

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Primary Cause | Contributing Factors | Resolution |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Targets for Improvement

## Develop Key Process Indicators to Measure Safety Program Improvements

|  |  |  |  |
| --- | --- | --- | --- |
| Improvements | Year 1 | Year 2 | Year 3 |
| Facility Inspections | Perform Quarterly | Perform Monthly | Review/revise forms as needed |
| Develop Schedule of Check Rides | X per month |  |  |
| Complete Recertifications by | X date |  |  |
| Safety Observation/Concern Report | Prepare a form and train on how to use and set target of 25 reports | Fully Implemented  Target of 50 reports |  |
| Close Call Reporting | Develop program with criteria, forms, and training | Fully implemented, review with employees and post | Review and revise as needed |
| Root Cause Analysis/Five Why and Resolutions | Address Resolutions with affected employees | Address Resolutions with affected employees | Address Resolutions with affected employees |
| Facility Inspections | Set goal of X | Set goal of X | Set goal of X |
| Vehicle Inspections | Set goal of X | Set goal of X | Set goal of X |
| Implement a Safety Committee | Develop protocol and solicit facility representatives | X – Meetings with minutes posted | X – Meetings with minutes posted Evaluate progress |

## 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)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Incidents | 2026 | 2027 | 2028 | 2029 |
| Zero Incidents is always Primary, Stretch Goals is % improvement year after year | 10% reduction from previous year | 10% reduction from previous year | 10% reduction from previous year | 10% reduction from previous year |
| HF Incidents |  |  |  |  |
| Reportable Injuries |  |  |  |  |
| Non-Reportable Injuries |  |  |  |  |
| Grade Crossing Incidents |  |  |  |  |
| Derailments |  |  |  |  |
| Other as Relevant to Improving Safey |  |  |  |  |
|  |  |  |  |  |

# 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Transportation Testing | 2024 | 2025 | 2026 | 2027 |
| Test Completed |  |  |  |  |
| Test Exceptions |  |  |  |  |
| Test Exceptions % |  |  |  |  |
| Engineer Recertifications |  |  |  |  |
| Conductor Recertifications |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MOW Testing | 2024 | 2025 | 2026 | 2027 |
| Test Completed |  |  |  |  |
| Test Exceptions |  |  |  |  |
| Test Exceptions % |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mechanical Testing | 2024 | 2025 | 2026 | 2027 |
| Test Completed |  |  |  |  |
| Test Exceptions |  |  |  |  |
| Test Exceptions % |  |  |  |  |

## 3.2 Communication

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

***Engaging employees in safety initiatives gives everyone ownership and understanding how these initiatives improves business. Regular and consistent communication fosters employee engagement. With good communication, employees become the best advocates for the safety program.***

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 – Consider development and posting at facilities in calendar or spreadsheet format.
* Stress life critical rules (as defined by the railroad):
  + Track authority violations.
  + Stop signal violations.
* Review relevant incidents, SOFA’s, safety alerts, reports and advisories.
* Track the communication subject, Responsible Person, and the frequency of communication.

|  |  |  |
| --- | --- | --- |
| Subject | Responsible Person | Frequency |
| Job Safety Briefing | Supervisor or designate | Daily |
| Rule of Week | Supervisor or designate | Weekly |
| Critical Rules | Leadership or designate | As Needed |
| Incident Review | Supervisor or designate | Monthly |
|  |  |  |
|  |  |  |
|  |  |  |

**Maintenance of Way**

* Job safety briefing at beginning of each shift and when conditions change.
* Implement rule of the day/week/month – Consider development and posting at facilities in calendar or spreadsheet format.
* Stress life critical rules (as defined by the railroad):
  + Track authority violations.
  + Roadway Worker Protection.
  + Stop signal violations.
  + Fall protection violations.
* Regularly scheduled inspection of work areas to ensure good housekeeping. Sample Inspection Reports in Appendices.
  + Vehicles
  + Machines and equipment
  + Tools
  + Facilities
  + Waste Disposal
  + Material Storage
* Review relevant incidents, FAMES, safety alerts, reports and advisories.
* Track the communication subject, Responsible Person, and the frequency of communication.

|  |  |  |
| --- | --- | --- |
| Subject | Responsible Person | Frequency |
| Job Safety Briefing | Supervisor or designate | Daily |
| Rule of Week | Supervisor or designate | Weekly |
| Critical Rules | Leadership or designate | As Needed |
| Incident Review | Supervisor or designate | Monthly |
| Inspections | Employee | Daily |
|  |  |  |
|  |  |  |

**Mechanical**

* Job safety briefing at beginning of each shift and when conditions change.
* Implement rule of the day/week/month - Consider development and posting at facilities in calendar or spreadsheet format.
* Stress life critical rules (as defined by the railroad):
  + Track authority violations.
  + Stop signal violations.
  + Fall protection violations.
* Regularly scheduled inspection of work areas to ensure good housekeeping. Sample Inspection Reports in Appendices.
  + Vehicles
  + Machines and equipment
  + Tools
  + Facilities
  + Waste Disposal
  + Material Storage
* Review relevant incidents, safety alerts, circulars, and reports.
* Track the subject, Responsible Person, and the frequency of communication.

|  |  |  |
| --- | --- | --- |
| Subject | Responsible Person | Frequency |
| Job Safety Briefing | Supervisor or designate | Daily |
| Rule of Week | Supervisor or designate | Weekly |
| Critical Rules | Leadership or designate | As Needed |
| Incident Review | Supervisor or designate | Monthly |
| Inspections | Employee | Daily |
|  |  |  |
|  |  |  |

**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 and Reported Concerns

**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.
* Safety Tracking Template: <https://www.shortlinesafety.org/wp-content/uploads/2024/06/Safety-Tracking-Template-June-2024.xlsx>
* This section can contain a condensed program description if the program is detailed in another document, example:

Safety observations and concerns are reported either verbally or written (as defined by the railroad)

Safety Observations and concerns will be reported to your supervisor (could be safety, leadership, etc.) and entered the tracking sheet. Employee XXXX will be responsible for acknowledging receipt and status, assigning responsibility to a department, tracking status to resolution, reporting resolution to reporting person and posting open and resolved concern report monthly.

**3.3.3 Close Call Reporting**

**If the railroad has a close call reporting system, it should be explained in this section. An effective system defines what is a close call, who to report it to, how it will be reported, who and how it will be discussed and reviewed, how results will be tracked and shared, how reporters will be recognized. Some close calls may be handled through 3.3.2, Safety Observations.**

## 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 agenda and safety meeting notes.

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Leader | Frequency | Date Summary Posted |
| SOFA | Trainmaster | Quarterly or as needed | xx/xx/xxxx |
| PPE changes | Mechanical | As needed | xx/xx/xxxx |
| Rules change | Leadership | As needed | xx/xx/xxxx |
|  |  |  |  |

## 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 update details.

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

4.3 Use the Opportunity and Resolution Worksheet; <https://www.shortlinesafety.org/wp-content/uploads/2024/06/Opportunity-Resolution-Worksheet.xlsx>

# Suggestion for Measurable Goals:

# 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 and 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.

**APPENDICES**

**Railroad Vehicle Checklist**

Date: \_\_\_\_\_\_\_\_ Vehicle Type:\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Notes:** |
| Tire tread and inflation |  |  |  |  |
| Fire extinguisher installed/inspected |  |  |  |  |
| Emergency road kit and first aid kit |  |  |  |  |
| Lights: head, tail, brake, running, turn signals |  |  |  |  |
| Emergency flashers |  |  |  |  |
| Oxy/acetylene tanks secured and capped |  |  |  |  |
| Flammable liquids in safety cans |  |  |  |  |
| Seat belts and horn |  |  |  |  |
| Vehicle clean and orderly |  |  |  |  |
| Back up alarm if required |  |  |  |  |
| Equipment in truck beds secured |  |  |  |  |
| No cracked windows/mirrors |  |  |  |  |
| License/tags current |  |  |  |  |
| If vehicle is not staffed and running check only items observed, all others mark N/A |  |  |  |  |

\**If hazmat items are present, check for HM-10 documentation in the vehicle.*

This checklist is an example of industry best practices. It has not been reviewed by any state or federal agency, nor does it claim to comply with any specific state or federal requirement.

**Facilities Checklist**

Date: \_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Notes** |
| **1.0 Interior General** |  |  |  |
| 1.1 General appearance/clean and organized |  |  |  |
| 1.2 Pits and floor openings protected/covered  and marked |  |  |  |
| 1.3 Rugs/mats secured and flat |  |  |  |
| 1.4 Window sills clear and windows airtight |  |  |  |
| 1.5 Doorways and swing area clear and clean |  |  |  |
| 1.6 Exits clearly marked and accessible |  |  |  |
| 1.7 Locker rooms and restrooms sanitary |  |  |  |
| 1.8 Lighting adequate, fixtures functional |  |  |  |
| 1.9 Pathways/walkways marked with yellow |  |  |  |
| 1.10 Aisles/stairs/work areas clear, functional,  clean |  |  |  |
| 1.11 Non-skid walking surfaces where needed |  |  |  |
| 1.12 Floors free of spills, liquids, loose objects |  |  |  |
| 1.13 Cleaners, solvents, etc. - properly stored |  |  |  |
| 1.14 Trash is disposed of properly, safely |  |  |  |
| 1.15 Smoking policy enforced, - receptacles |  |  |  |
| 1.16 Smoke detectors or other system installed |  |  |  |
| 1.17 First aid kit and eyewash readily available |  |  |  |
| 1.18 Evacuation plan developed and posted |  |  |  |
| 1.19 Warning signs properly posted in shops |  |  |  |
| 1.20 Escape routes are posted and marked |  |  |  |
| 1.21 Facility ventilation system operates  efficiently, if in use |  |  |  |
| **2.0 Exterior General** |  |  |  |
| 2.1 Roof in good repair, no leaks |  |  |  |
| 2.2 Adequate lighting |  |  |  |
| 2.3 All areas free from debris, trash, weeds, etc. |  |  |  |
| 2.4 De-icier, sand available and used |  |  |  |
| **3.0 Storage** |  |  |  |
| 3.1 Storage areas neat, dry, and secure |  |  |  |
| 3.2 Upper shelves loaded properly |  |  |  |
| 3.3 Heavier objects on lower shelves |  |  |  |
| 3.4 Objects securely placed on shelves |  |  |  |
| **4.0 Flammables/Combustibles/Fire Protection** |  |  |  |
| 4.1 Fire and emergency numbers posted |  |  |  |
| 4.2 Liquids and flammables properly stored |  |  |  |
| 4.3 Fuel/fluid tanks secure with no leaks |  |  |  |
| 4.4 Fire extinguishers locations marked  accessible and inspected |  |  |  |
| 4.5 Hazardous labels correct and visible |  |  |  |
| 4.6 Use of approved containers, cabinets, and  tanks |  |  |  |
| 4.7 Dispose of hazardous materials properly |  |  |  |
| 4.8 Combustibles in covered metal containers |  |  |  |
| 4.9 Hazardous containers closed if not in use |  |  |  |
| 4.10 Oxygen and acetylene properly stored |  |  |  |
| **5.0 Tools** |  |  |  |
| 5.1 Designated areas for tool storage |  |  |  |
| 5.2 Equipment properly mounted for use |  |  |  |
| 5.3 Tools in good condition and inspected |  |  |  |
| 5.4 Tool guards/rests/shields, e.g. grinders,  properly adjusted |  |  |  |
| 5.5 Belts, fan blades, moving parts guarded |  |  |  |
| 5.6 Jacks marked properly with load limits |  |  |  |
| 5.7 Crane and hoist load limits marked clearly |  |  |  |
| 5.8 Chains/slings inspected and tagged |  |  |  |
| 5.9 Ladders; secured w/not in use |  |  |  |
| 5.10 Hoses stored when not in use |  |  |  |
| **6.0 Electrical** |  |  |  |
| 6.1 Extension cords stored when not in use |  |  |  |
| 6.2 Extension cords not used for permanent  wiring |  |  |  |
| 6.2 Electrical cords in aisles protected |  |  |  |
| 6.3 Voltages are marked on panel boxes |  |  |  |
| 6.4 GFCI outlets available and used for outside  use |  |  |  |
| 6.5 Area in front of panels kept clear |  |  |  |
| **7.0 PPE** |  |  |  |
| 7.1 Employees have and use proper PPE |  |  |  |

This checklist is an example of industry best practices. It has not been reviewed by any state or federal agency, nor does it claim to comply with any specific state or federal requirement.