



Regional Transit Authority

Safety Management

(SAF3)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) was organized with the mission to provide safe, secure, reliable, and effective rail, bus, paratransit, and ferry transportation services to patrons and citizens of the City of New Orleans, Orleans and Jefferson Parishes, and the City of Kenner. Accordingly, safety is a principal concern that impinges on all levels of RTA activities including operations, maintenance, and administrative functions.

PURPOSE

To establish and maintain RTA procedures for safe, secure, reliable, and effective rail, bus, paratransit, and ferry transportation services.

APPLICATION

All employees and contractors of RTA are required to perform their jobs safely in efforts to mitigate any damaging effects, such as patron or staff injuries, RTA equipment or property loss/damage, or abjection to system safety in any RTA function. RTA employees, contractors, and patrons are vital assets that enable the transit system's success and due to this, their safety is among RTA's top priorities.

This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____



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1.0 PROCEDURES

The management of safety is a core business function at RTA. It is important for all employees and contractors to understand the significance of safety as it relates to all job functions from all levels of the organization. Identifying and addressing unsafe conditions or risk to the lowest level practicable and the prevention of staff-involved accidents throughout the public transit system is not the sole responsibility of employees and contractors. These responsibilities are also an obligation of RTA's management beginning with the CEO.

1.1 A Safe Reporting Program

RTA will established a safe reporting program as a feasible tool for staff to express their safety concerns or report hazards. No disciplinary action will be taken against any employee who conveys a safety concern through RTA's safety reporting program. The only exception to this is when a revelation denotes the following: an illegal act, gross misconduct and/or negligence, or a deliberate or willful disregard of RTA's rules, policies, and procedures.

Combining RTA's safety management philosophy and approach with the Federal Transportation Authority (FTA) and the National Public Transportation Safety Program (Safety Management System or SMS) approach, enables the agency to build and maintain a robust safety culture and SMS. Additional details on how the approach is applied to day-to-day safety management at RTA can be found in the Agency Safety Plan (ASP).

RTA will foster programs to encourage the safety of all staff, contractors, and patrons. We are fully committed to providing a safe work environment, safe vehicles, systems, and facilities. To that end, RTA's Chief Safety Officer (CSO) is authorized to administer an all-inclusive, integrated Agency Safety Plan.

1.2 RTA's Safety Objectives

To show RTA's commitment to safety; this plan will be communicated to all staff and will be supported by the following objectives:

1. Support the management of safety through the provision of appropriate resources in order to reduce unacceptable and undesirable safety risk.
2. Achieve an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively and consistently manage safety risk;
3. Integrate the management of safety among the current responsibilities of all departments/ areas and employees;



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4. Clearly define accountabilities and responsibilities of the organization's safety performance and the performance of SMS to all Staff.
5. Establish and implement effective hazard identification, analysis and mitigation source for safety information, in order to eliminate or mitigate the safety risks or the consequences of hazards to an acceptable level;
6. Ensure that no action will be taken against any employee who discloses a safety incident beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
7. Comply with, and wherever possible exceed, legislative and regulatory requirements and standards
8. Ensure that skilled and trained human resources are available to implement safety management processes
9. Ensure that all staff are provided with adequate and appropriate safety-related information and training.
10. Ensure that staff are provided the necessary support from management to effectively manage safety in all areas/functions
11. Establish and measure our safety performance against realistic, achievable and data-driven safety performance indicators and safety performance targets
12. Continually improve safety performance through safety assurance processes that ensure the effectiveness of current safety management action; and
13. Ensure externally supplied systems and services to support our operations are delivered, meeting all requirements of this as soon as possible.

This policy will be visibly communicated through the CEO's directs efforts, that of the executive team, and through all RTA training, programs and procedures.

2.0 DEFINITION OF TERMS

N/A

3.0 RESPONSIBILITIES

N/A

4.0 FLOWCHART

N/A

5.0 REFERENCES

Employee Code of Conduct

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

This document is the original issue of the RTA Agency Safety Plan dated 7/15/2020



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8.0 SPONSOR DEPARTMENT
Safety