Golden Empire Transit District (GET)

Public Transportation Agency Safety Plan (PTASP)

May 28, 2020
Revision 0

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1. LETTER FROM THE CHIEF EXECUTIVE OFFICER

June 3, 2020

Board of Directors
Golden Empire Transit District
1830 Golden State Avenue
Bakersfield, CA 93301

The Federal Transit Administration's (FTA) Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) requires certain operators of public transportation systems that are recipients of FTA grant funds to develop an Agency Safety Plan (ASP) that includes the processes and procedures necessary for implementing Safety Management Systems (SMS).

The Golden Empire Transit District (GET) is required to certify that it has a safety plan meeting the requirements of the rule by July 20, 2020.[1] Failure to comply with a requirement of the rule could subject GET to a range of FTA enforcement options, including being deemed ineligible to receive FTA grant funds until the requirements of the rule are satisfied. Our plan meets the requirements in the PTASP regulation and includes four SMS components; (1) Safety Management Policy, (2) Safety Risk Management, (3) Safety Assurance, and (4) Safety Promotion. GET's safety plan must be approved by GET's Accountable Executive and the Board of Directors.

Certain requirements in Part 673 do not apply to small public transportation providers such as GET, which is defined by the rule as a recipient of Urbanized Areas Formula Grant Program funds under 49 U.S.C. 5307, and operates fewer than 100 vehicles in peak revenue service across all non-rail fixed route modes, or in any one non-fixed route mode.
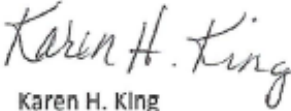
GET is committed to implementing the ASP. GET will notify the California Department of Transportation (Caltrans) that its plan is compliant with Part 673. FTA will use its triennial oversight review program to assess compliance with the requirements of the rule. As required by the FTA, GET will maintain documents that set forth our safety plan, including those related to SMS implementation, and these documents will be made available upon request by FTA and other agencies with safety jurisdiction. GET will maintain these documents for a minimum of three years after they are created as required. We will continue to identify safety responsibilities for all different job functions, review job descriptions to ensure that SMS roles, responsibilities and processes are included, and capture new SMS practices.

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[1] On April 22, 2020, in light of the operational challenges presented by the COVID-19 public health emergency, FTA issued a Notice of Enforcement Discretion extending the PTASP compliance deadline from July 20, 2020 to **December 31, 2020**. FTA expects recipients to continue to work towards meeting the July 20, 2020 effective date to the extent practical.

1830 Golden State Avenue · Bakersfield, California 93301-1012   phone (661) 324-9874   fax (661) 869-6394   www.getbus.org

GET's employees will play a pivotal role in the implementation of the pillars of the SMS. GET will continue to designate key staff, and committees to support the Accountable Executive, and the SMS Executive in developing and implementing the agency's SMS. We will build upon our existing safety training programs, working with the Safety Committee, that includes administration and union personnel to communicate safety, and safety performance information throughout the organization. We will convey information on hazards and safety risks relevant to employees' roles and responsibilities in accordance with Safety Assurance principles.

As required by the final rule, GET will provide the State (Caltrans) and Kern Council of Governments (Kern COG) our ASP and safety performance targets to assist Caltrans and Kern COG with the capital planning process. We will annually review and certify the plan, and update as necessary. Any subsequent updates to the plan will be signed by the Accountable Executive and approved by the Board of Directors.

Sincerely,

Karen H. King
Karen H. King
Chief Executive Officer (SMS Accountable Executive)

2. TRANSIT AGENCY INFORMATION

Transit Agency Name	Golden Empire Transit District		
Transit Agency Address	1830 Golden State Avenue, Bakersfield, California 93301		
Name and Title of Accountable Executive	Karen H. King, Chief Executive Officer		
SMS Executive	Deidre Brown, Chief Operating Officer		
Modes of Service Covered by This Plan	Fixed Route Bus; ADA Paratransit (Get-a-Lift)	**FTA Funding Types**	5307 (Urbanized Area Funding); 5339 (Buses & Bus Facilities Formla Program)
Mode(s) of Service Provided by Agency (Directly Operated of Contracted Service)	Fixed Route Bus and Microtransit; ADA Paratransit		
Does the Agency Provide Transit Services on Behalf of Another Transit System?	Yes	No [X]	**Description of Arrangement**	Not Applicable
Name and Address of Transit Agency of Entity for Which Service is Provided	Not Applicable		

2.1 System Description and Organizational Structure
The Golden Empire Transit District (GET) was formed in July 1973. It is the primary public transportation provider for the Bakersfield Urbanized Area. GET is the largest public transit system within a 110-mile radius. The District's legal boundary includes Bakersfield city limits as well as adjacent unincorporated areas. The area within GET's legal boundaries is 160 square miles. The population of the District is 497,989. The area within .75 miles of a fixed route is approximately 111 square miles.

Ridership
In Fiscal year 2019, GET provided 6.4 million rides on its fixed-route, express, paratransit, and micro-transit services.

System Facilities
GET operates a fleet of 120 compressed natural gas (CNG)-powered buses (86 40-foot transit buses, two commuter coaches, 25 GET-A-Lift cutaway vehicles, and seven micro-transit RYDE shuttles). The agency has three transit centers, an administration, operations, and maintenance facility, 1,014 bus stops, 177 bus shelters, and one Park & Ride facility. Bike racks and accessible features are on all buses.

Local Fixed-Route Service
GET operates 16 local fixed routes serving the Bakersfield Metropolitan Area. Most routes operate seven days a week.

Express Service
GET provides express bus service between downtown Bakersfield (via the Kern Delta Park & Ride) and the Tejon Ranch Commerce Center. The route operates Monday through Friday only and departs the Downtown Transit Center as early as 3:50 a.m.

RYDE Micro-transit
RYDE is an on-demand micro-transit service serving the southwest Bakersfield zone (Highway 99, Panama Lane, Old River Road, and Rosedale Highway). Introduced in April 2019 as a nine-month pilot project, RYDE enables users to connect to the fixed-route system at transit hubs and bus stops throughout the zone. Trips can be scheduled using the free TransLoc app or by phone.

GET-A-LIFT (GAL) ADA Paratransit Service
GET-A-Lift paratransit service is for eligible riders who have a disability preventing them from using the fixed-route service. GET-A-Lift operates during the same days and hours as the fixed-route service.
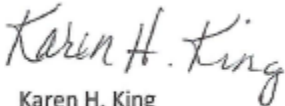
Governance
GET is governed by a five-member Board of Directors. Two members are appointed by the Bakersfield City Council, two members are appointed by the Kern County Board of Supervisors, and one member is appointed at-large by the four other Board members. GET also has a Community Advisory Committee (CAC), which is comprised of 20 community representatives. The CAC advises the Board of Directors and GET staff on transit issues, makes suggestions for improvements in transit service, and advocates for greater funding for public transportation.

GET has more than three hundred employees. Following is the agency's organizational chart:

Golden Empire Transit District Organization Chart
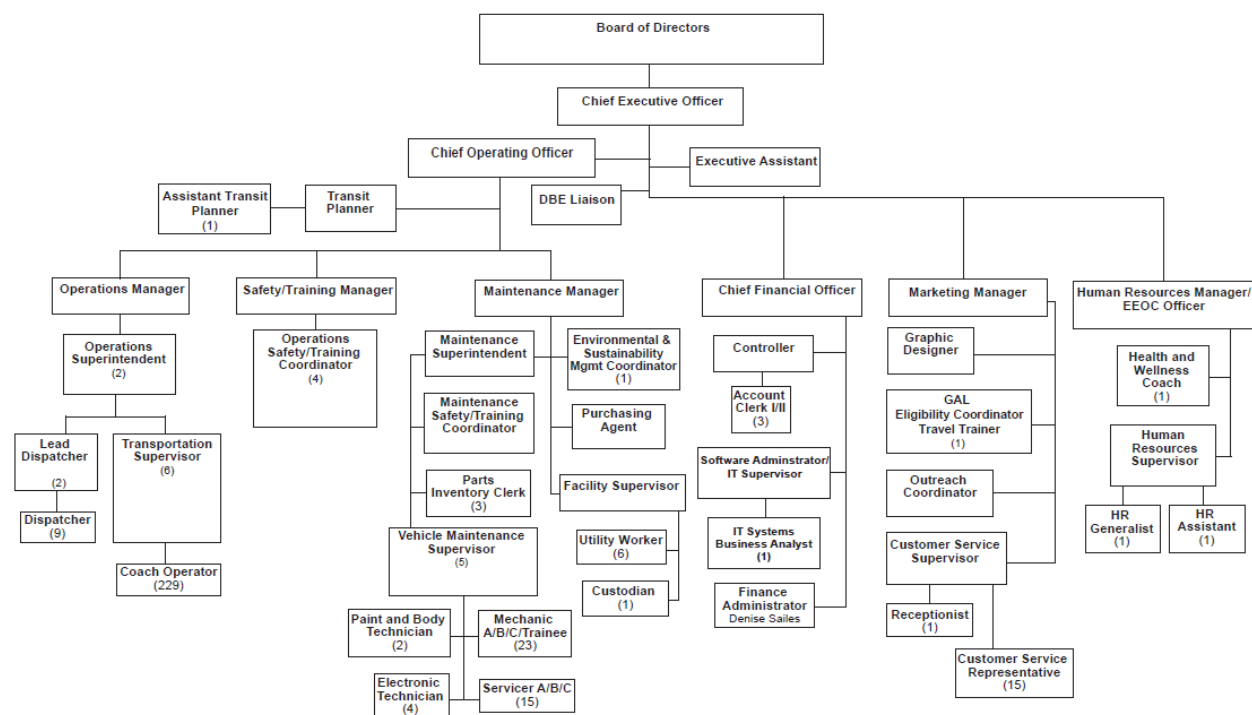
3. PLAN DEVELOPMENT, APPROVAL AND UPDATES

Name of Person Who Drafted This Plan	McCloud Transportation & Associates, LLC 18740 Hillstone Drive, Odessa, Florida 33556

Signature by the Accountable Executive	**Signature of Accountable Executive**	**Date of Signature**
	Karen H. King Karen H. King Chief Executive Officer (SMS Accountable Executive)	June 3, 2020
Approval by the Golden Empire Transit District Board of Directors	**Golden Empire Transit District Board of Directors**	**Date of Approval**
	Resolution 2020-11	June 16, 2020
	Relevant Documentation (Title and Location)	
	A copy of the Board of Directors Resolution 2020-11, approving the Agency Safety Plan (ASP) is maintained on file by the Chief Executive Officer, Chief Operating Officer, and Safety/Training Manager of Golden Empire Transit District.	

Version Number and Updates

Below is a complete history of successive versions of this Plan

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	N/A	New Document	July 20,2020

3.1 Annual Review and Update of the Agency Safety Plan

Below is the process and timeline for conducting an annual review and update of the the Public Transportation Agency Safety Plan.

GET's Agency Safety Plan will be reviewed and updated by the SMS Executive and the Safety/Training Manager by July 1 of each year. The Accountable Executive will review and approve any changes, sign the new ASP, then forward to the Board of Directors for review and approval.

4. SAFETY PERFORMANCE TARGETS

The Public Transportation Agency Safety Plan (PTASP) regulation, at 49 C.F.R. Part 673, requires GET to establish safety performance targets (SPTs) to address the safety performance measures (SPMs) identified in the National Public Transportation Safety Plan (49 C.F.R. § 673.11(a)(3)). An SPT is a quantifiable level of performance or condition expressed as a value for the measure related to safety management activities to be achieved within a set time period (§ 673.5). A SPM is a quantifiable indicator of performance or condition that is used to establish targets related to safety management activities, and to assess progress toward meeting the established targets (§ 673.5).

GET's ASP relies on SPMs that: (1) can be applied to all modes of service provided by the agency (directly operated or contracted) and (2) are based on data currently submitted to the National Transit Database (NTD). GET reports this data following the NTD Safety and Security Policy Manual (NSP), available at: https://www.transit.dot.gov/ntd/2019-ntd-safety-and-security-policy-manual.

As described in the NSP, GET has established by mode seven SPTs in four (4) categories:

1. **Fatalities:** Total number of fatalities reported to NTD and rate per total vehicle revenue miles (VRM) by mode.
2. **Injuries:** Total number of injuries reported to NTD and rate per total VRM by mode.
3. **Safety Events:** Total number of safety events reported to NTD and rate per total VRM by mode.
4. **System Reliability:** Mean distance between major mechanical failures by mode.

When establishing SPTs for total numbers, GET considered the total number of fatalities, injuries and safety events we expect to experience per year (calendar year). This annual timeframe was established to ensure consistency with the state/regional planning process. Likewise, in setting rates per VRM, GET used total annual VRM (e.g. 100,000 VRM) as needed for consistency with state/regional planning requirements. GET understands that we are not required to report our SPTs to Federal Transit Administration (FTA) at this time; however, we also understand that FTA will confirm that GET has set SPTs as part of its Triennial Review program.

FTA has not established, and does not impose, penalties for not meeting safety performance targets set by transit providers.

Safety Performance Targets Based on Five-Year Trends
GET reviewed its fatality, injury, safety events, major mechanical failures, and vehicle revenue mile (VRM) data over the previous five years by mode. Once this five-year picture was established by mode, GET choose to adopt the five-year average total numbers and rates, by mode, as its performance targets, reflecting the agency's goal to maintain the current level of safety performance while addressing new Part 673 requirements. The total number and rate of SPTs are provided as annual calendar year (CY) targets. Total SPTs are recorded by taking the total number of fatalities, injuries, and safety events GET expects to experience in CY 2020 and placing them in the table.

Rate SPTs are calculated by taking the total number of annual fatalities, injuries, and safety events identified in the table, multiplying by the standardizing measure (100,000 VRM) and dividing by the total expected VRM for the year. GET System Reliability data was obtained from the Short-Range Transit Plan (SRTP).

Targets below are based on review of GET's previous five years of safety performance data. Below are GET's performance targets based on the five-year average:

Fixed Route Bus (MB) Transit Mode

Safety Performance Target (SPT) Category	2015	2016	2017	2018	2019	2020 Target (5-Yr Average)
Total Number of Fatalities	0	0	0	1	0	0.2
Fatality Rate per 100,000 VRM	0	0	0	0.02	0	0.0
Total Number of Injuries	12	19	18	20	10	15.8
Injury Rate per 100,000 VRM	0.35	0.49	0.46	0.51	0.25	0.4
Total Number of Safety Events	11	14	12	17	12	13.2
Safety Events Rate per 100,000 VRM	0.32	0.36	0.30	0.43	0.30	0.3
System Reliability (Failures/VRM)	14,370	12,389	12,608	9,043	19,304	18,936
Annual VRM	3,416,623	3,848,798	3,914,833	3,902,753	3,902,753	3,797,152

Fatalities
GET has experienced one fatality in the past five-years, therefore, we selected a total number SPT of 0.2 fatalities and a SPT rate of 0 fatalities per 100,000 VRM.

Total SPT fatalities multiplied by 100,000 VRM divided by annual expected VRM =
(0.2 x 100,000)/3,797,152 = 0.0 fatalities per 100,000 VRM

Injuries
GET has experienced injuries, and set a total number SPT of 15.8 injuries in its fixed route service for CY 2020. GET also expects to provide 3.8 million VRM of service in its fixed-route mode in CY 2020. To establish the SPT injury rate, GET performed the following calculation:

✓ Total SPT injuries (15.8) multiplied by 100,000 VRM divided by annual expected VRM =
   (15.8 x 100,000)/3,797,152 = 0.4 injuries per 100,000 VRM

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[1] *Based on total numbers and rates per vehicle revenue miles (VRM).*

Safety Events

To establish the safety event rate, based on a total number SPT of 13.2 safety events for CY 2020, GET performed a similar calculation:

✓ (13.2 safety events x 100,000 VRM)/3,797,152 VRM = 0.34 safety events per 100,000 VRM

System Reliability (VRMs Between Failures)

GET reviewed its vehicle maintenance log to establish its system reliability SPT in terms of total VRMs between failures. GET selected a target of 18,936 miles between failures for its fleet of fixed route buses.

ADA/Paratransit (DR) Mode

Safety Performance Target (SPT) Category	2015	2016	2017	2018	2019	2020 Target (5-Yr Average)
Total Number of Fatalities	0	0	0	0	0	0
Fatality Rate per 100,000 VRM	0	0	0	0	0	0
Total Number of Injuries	2	1	0	0	0	0.6
Injury Rate per 100,000 VRM	0.45	0.30	0	0	0	0.1
Total Number of Safety Events	3	1	0	0	1	1
Safety Events Rate per 100,000 VRM	0.67	0.04	0	0	0	0.1
System Reliability (Failures/VRM)	72,057	92,466	36,269	136,927	28,019	73,148
Annual VRM	443,721	481,389	472,845	477,081	477,081	470,423

For the Americans with Disability Act (ADA)/paratransit (DR) mode, GET expects to experience 0.6 injury resulting in 0.1 reportable safety event in CY 2020 while providing 470,423.40 VRM of service. The total SPT rates are calculated as follows:

✓ (0.6 injury x 100,000 VRM)/470,423.40 VRM = 0.1 injuries per 100,000 VRM

✓ (1 safety event x 100,000 VRM)/470,423.40 VRM = 0.1 safety events per 100,000 VRM

GET reviewed its vehicle maintenance log to establish its system reliability SPT in terms of total VRMs between failures. GET selected a target of 28,019 miles between failures for its fleet of paratransit vans.

4.2 Safety Performance Target Coordination

Described below is the coordination with the California Department of Transportation (Caltrans) and the Kern Council of Governments (Kern COG) in the selection of state and MPO safety performance targets.

GET is within a Metropolitan Planning Organization (MPO) jurisdiction; Kern Council of Governments (Kern COG), and is required to make its SPTs available to the Caltrans and Kern COG (§ 673.15(a)). GET coordinates with Caltrans and Kern COG in the selection of State and MPO safety performance targets, to the maximum extent practicable (§ 673.15(b)).

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	California Department of Transportation (Caltrans)	July 20, 2020
Targets Transmitted to the MPO	**MPO Name**	**Date Targets Transmitted**
	Kern Council of Governments (Kern COG)	July 20,2020

Coordination with Statewide and Metropolitan Planning
As the federally designated MPO, Kern COG is responsible for implementing the comprehensive transportation planning process for the Bakersfield urban area. FTA and FHWA published the final rule on Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning on May 27, 2016. The recent Federal Highway Administration (FHWA)/FTA joint planning rule governs the planning activities of transit agencies, States and MPOs as outlined in at:
https://www.govinfo.gov/content/pkg/FR-2016-05-27/pdf/2016-11964.pdf. In preparing the Agency Safety Plan, GET also reviewed additional information on State and MPO coordination under the requirements of the PTASP regulation at:

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/transportation-planning/133056/ptasp-fact-sheet-53019_0.pdf.

Establish Transit Safety Targets for Metropolitan Planning Areas
Kern COG is required to set performance targets for each performance measure, per 23 C.F.R. § 450.306. Those performance targets must be established 180 days after GET establishes its performance targets, in which GET will meet the requirements to set its safety performance targets by July 20, 2020. In accordance with 49 U.S.C. 5303(h)(2)(B) and 5304(d)(2)(B), GET will make its SPTs available to Caltrans and Kern COG to aid in the planning process, and to the maximum extent practicable, GET will coordinate with Caltrans and Kern COG in the selection of safety performance targets.

Performance Measures in Transportation Improvement Programs (TIP) and Metropolitan Transportation Plans
MPOs are required to reference the safety performance targets and agency safety plans in their TIPs and Metropolitan Transportation Plans updated or amended after July 20, 2021. The planning products must include a description of the performance measures and performance targets used in assessing the performance of the transportation system, for transit asset management, safety, and the FHWA performance measures.

5. SAFETY MANAGEMENT POLICY

5.1 Safety Management Policy Statement
Below is Golden Empire Transit District's statement of Safety Management Policy, incorporating safety objectives.

Safety is a core value at Golden Empire Transit District (GET) and the management of safety is a core business function. GET is committed to developing, implementing, maintaining, and continually improving processes to ensure the safety of our customers, employees, and the public. All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Chief Executive Officer.

GET is committed to achieving the following safety objectives:

1. Communicate the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees.
2. Provide a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through the Employee Safety Reporting Program (ESRP), unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
3. Provide appropriate management involvement and the necessary resources to establish an effective ESRP that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
4. Identify hazardous and unsafe work conditions and analyze data from the ESRP. After thoroughly analyzing provided data, the Operations division will develop processes and procedures to mitigate safety risk to an acceptable level
5. Support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of other management systems of the organization;
6. Integrate the management of safety among the primary responsibilities of all managers and employees;
7. Clearly define for all staff, managers and employees alike, their accountabilities, and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
8. Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;
9. Ensure that sufficient skilled and trained human resources are available to implement safety management processes;
10. Establish and measure safety performance against realistic and data-driven safety performance indicators and safety performance targets based on predictive, proactive, leading indicators;
11. Continually improve safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
12. Ensure externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

Karen H. King, Golden Empire Transit District Chief Executive Officer

5.2 Safety Management Policy Communication

Described below is the manner in which the Safety Management Policy is communicated through the Agency. Dates are included where applicable.

Within SMS, the individual with ultimate accountability for its day-to-day operation is known as the Accountable Executive, which at GET is the CEO. The Chief Operating Officer, who leads GET's SMS activities, introduced staff to SMS principles in May 2020 at an All-Staff Meeting and a comprehensive training program conducted by McCloud Transportation & Associates on SMS principles. The agency also posts copies of the Safety Management Policy Statement on bulleting boards in the administrative, operations and maintenance areas of the Agency. GET has incorporated the review and distribution of the Safety Management Policy Statement into new-hire training and all-staff annual refresher training.

5.3 Authorities, Accountabilities and Responsibilities

Described below are the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the agency's SMS. Accountabilities flow top-down at GET. Therefore, safety accountability resides with the CEO as the top executive of GET. GET's Board of Directors also play an integral role for establishing a sound foundation for safety management. GET's executive management play a significant role in developing and sustaining the SMS and a positive safety culture. Executive management is ultimately accountable for safety because they are tasked with allocating resources to address business functions, including the management of safety, as organizational processes.

Accountable Executive/Chief Executive Officer	The Chief Executive Officer serves as GET's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:
	- Controls and directs human and capital resources needed to develop and maintain the ASP and SMS. - Designates an adequately trained Chief Operating Officer who is a direct report. - Ensures that Golden Empire Transit District's SMS is effectively implemented. - Ensures action is taken to address substandard performance in Golden Empire Transit's SMS. - Assumes ultimate responsibility for carrying out Golden Empire Transit's Agency Safety Plan and SMS. - Maintains responsibility for carrying out the agency's Transit Asset Management Plan (TAM). - Funds training and education for employees needed to ensure the safety of employees and customers.

SMS Executive (Chief Operating Officer)	The Accountable Executive designates the Chief Operating Officer as GET's SMS Executive. The SMS Executive has the following authorities, accountabilities, and responsibilities under this plan:
	
	• Develops GET's Agency Safety Plan and SMS policies and procedures.
	• Ensures and oversees day-to-day implementation and operation of Golden Empire Transit's SMS.
	
	• Manages GET's ESRP.
	
	• Chairs the GET Safety Committee; and
	
	    ➢ Coordinates the activities of the Safety Committee;
	
	    ➢ Establishes and maintains agency's Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; and
	
	    ➢ Maintains and distributes minutes of Safety Committee meetings.
	
	• Advises the Accountable Executive on SMS progress and status.
	
	• Identifies substandard performance in GET's SMS and develops action plans for approval by the Accountable Executive.
	
	• Ensures GET's policies are consistent with the agency's safety objectives.
	
	• Provides Safety Risk Management expertise and support for other personnel who conduct and oversee Safety Assurance activities.

Safety/Training Manager	Develops plans, coordinates and manages GET's safety programs, including the management and implementation of those programs to ensure the safety of GET's physical environment for employees and visitors and ensures compliance with applicable policies and local, state, and federal regulations. The Safety/Training Manager has the following authorities, accountabilities, and responsibilities under this plan: • Develops, evaluates, implements and manages GET's Emergency Response Plans; Security, Safety and Operations Training Programs. • Establishes and maintains effective communication with all required local and state officials and GET employees.

Agency Leadership and Executive Management	Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of the agency's SMS under this plan. GET leadership and executive management include: • Operations Manager • Safety/Training Manager • Maintenance Manager • Vehicle Maintenance Supervisor • Human Resources Manager • Marketing Manager • Purchasing Agent • Operations Superintendent • Operations Safety/Training Coordinator • Lead Dispatcher • Transportation Supervisor • Environmental Management System (EMS) Coordinator
Key Staff and Activities	GET will use the Safety Committee, as well as the monthly Drivers' Meeting and quarterly All-Staff Meetings to support its SMS and safety programs: **Safety Committee**: Any safety hazards reported will be jointly evaluated by the Safety Committee, the Safety/Training Manager and SMS Executive and during the bi-monthly meeting. The Safety Committee members include the SMS Executive, Operations Manager, a Safety/Training Coordinator, a representative from dispatch, a representative from fixed-route, a representative from paratransit, a representative from Maintenance, a representative from the Union, and a GET Risk Management representative, who meets bi-monthly to review issues and make recommendations to improve safety. **Drivers' Meetings**: A permanent agenda item in all monthly Drivers' Meetings is dedicated to safety. Safety issues and topics are discussed and documented. **Quarterly All-Staff Meetings**: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.

5.4 Employee Safety Reporting Program (ESRP)
Described below is the process and protections for GET employees to report safety conditions to senior management. Also described are employee behaviors that may result in disciplinary action (and, therefore, are excluded from protection).

Golden Empire Transit's ESRP encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution.

The following are several ways GET employees can report safety conditions:
- Report conditions directly to the dispatcher, who will add them to the daily Operations Log.
- Report conditions anonymously via a locked comment box in the driver area.
- Report conditions directly to any supervisor, manager, or director.
- Complete and submit the GET Employee Safety Reporting (ESR) Form

Examples of information typically reported include:
- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

On a daily basis, the SMS Executive and Safety/Training Manager reviews the dispatch daily Operations Log, checks the comment box and dedicated email address, and documents identified safety conditions in the Safety Risk Register. GET's SMS Executive, supported by the Safety/Training Manager, the Safety/Training Coordinator and the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through Golden Empire Transit's Safety Risk Management (SRM) process and that reported deficiencies and non-compliance with rules or procedures are managed through GET's Safety Assurance process.

GET's SMS Executive discusses actions taken to address reported safety conditions during the quarterly All-Staff Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the SMS Executive or designee follows up directly with the employee when Golden Empire Transit determines whether or not to take action and after any mitigations are implemented. GET encourages participation in the ESRP by protecting employees that report safety conditions in good faith (see Golden Empire Transit Employee Handbook for more information). However, GET may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity, such as assault or theft;

- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or

- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

6. SAFETY RISK MANAGEMENT

Safety Risk Management Process:

Described below is Golden Empire Transit's Safety Risk Management process, including:

- ***Safety Hazard Identification****: The methods or processes to identify hazards and consequences of the hazards.*

- ***Safety Risk Assessment****: The methods or processes to assess the safety risks associated with identified safety hazards.*

- ***Safety Risk Mitigation****: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

6.1 Safety Risk Management (SRM) Process

GET uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to Golden Empire Transit's leadership.

GET's SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary. GET's SMS Executive leads the agency's SRM process, working with the agency's Safety/Training Coordinators and Safety Committee to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk.

The results of GET's SRM process are documented in our Safety Risk Register and referenced materials. GET's SRM process applies to all elements of our system including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

In carrying out the SRM process, GET uses the following terms:

- **Event** – Any accident, incident, or occurrence.

- **Hazard** – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to Golden Empire; or damage to the environment.

- **Risk** – Composite of predicted severity and likelihood of the potential effect of a hazard.

- **Risk Mitigation** – Method(s) to eliminate or reduce the effects of hazards.

- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to Golden Empire Transit property or the environment.

6.2 Safety Hazard Identification

As a small public transportation provider, safety hazard identification reflects the size of our agency. The safety hazard identification process offers GET the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards will be identified through a variety of sources, including:

- GET Employee Identification Form
- Employee Safety Reporting Program (ESRP);
- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets;
- Observations from Transportation Supervisors;
- Maintenance reports;
- Comments from customers, passengers, and third parties, including GET's vendors;
- Safety Committee, drivers', and All-Staff Meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Investigations into safety events, incidents, and occurrences; and
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).

When a safety concern is observed by GET's management or supervisory personnel, whatever the source, it is reported to GET's SMS Executive. Procedures for reporting hazards to GET's SMS Executive are reviewed during All-Staff Meetings and in the Safety Committee. GET's SMS Executive also receives employee reports from the ESRP, customer comments related to safety, and the dispatch daily Operations Log. GET reviews these sources for hazards and documents them in GET's Safety Risk Register.

GET's SMS Executive, Safety/Training Manager and Safety/Training Coordinator also may enter hazards into the Safety Risk Register based on their review of GET's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board (NTSB).

GET's SMS Executive may conduct further analyses of hazards and consequences entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, GET's SMS Executive, Safety/Training Manager and Safety/Training Coordinator may:

- Contact the reporting party, if available, to gather all known information about the reported hazard;

- Conduct a walk-through of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;

- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;

- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;

- Review any past reported hazards of a similar nature; and

- Evaluate tasks and/or processes associated with the reported hazard.

GET's SMS Executive will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during bi-monthly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the SMS Executive believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency (EPA) or California environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

6.3 Safety Risk Assessment
GET assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk. The SMS Executive and Safety Committee assess prioritized hazards using GET's Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a *hazard rating*. For example, "1A" or the combination of a Catastrophic (1) severity category and a Highly Probable (A) probability level.

This matrix also categorizes combined risks into levels, High, Medium, Low, or Very Low based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require action from GET to mitigate the safety risk,

- "Medium" hazard ratings will be considered undesirable and require GET's Safety Committee to make a decision regarding their acceptability,

- "Low" hazard ratings may be accepted by the SMS Executive with review

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk. The SMS Executive, Safety/Training Manager and Safety/Training Coordinator schedule safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package will be distributed at least one week in advance of the Safety Committee meeting.

During the meeting, the SMS Executive, Safety/Training Manager and the Safety/Training Coordinator review the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The SMS Executive may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the SMS Executive will facilitate completion of relevant sections of the Safety Risk Register, using the GET Safety Risk Assessment Matrix, with the Safety Committee. The SMS Executive will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The SMS Executive will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

6.4 Safety Risk Mitigation

GET's Accountable Executive and SMS Executive will review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. Golden Empire Transit can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. GET's SMS Executive, Safety/Training Manager and Safety/Training Coordinator tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during bi-monthly meetings and to Golden Empire Transit staff upon request. In the Safety Risk Register, GET's SMS Executive will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

GET Safety Signage Inside Bus During COVID-19 Pandemic

Hazard Frequency Categories (Likelihood)

Category Name	Level	Fleet, Inventory or Systemwide
Frequent	A	Expected to occur regularly under normal circumstances. 20 no more than 50
Probable	B	Expected to occur at some time. 10 no more than 20
Occasional	C	May occur at some time. Less than 5 no more than 10
Remote	D	Not likely to occur in normal circumstances. 1 no more than 5
Improbable	E	Could happen, but probably never will

Risk Assessment Matrix

Hazard Frequency Category		Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent	A	H	H	High	M
Probable	B	H	H	M	M
Occasional	C	H	M	M	L
Remote	D	M	M	L	L
Improbable	E	M	L	L	L

Hazard Severity Categories

Hazard Severity Category	Level	Characteristics
Catastrophic	1	Injury or illness resulting in permanent impairment. 1,000,000 - $10,000
Critical	2	Injury or illness requiring hospital admission. $10,000 less than $1,000
Marginal	3	Injuries or illness requiring medical treatment. Temporary impairment. $1,000 or less than $100.
Negligible	4	Minor injuries or discomfort. No medical treatment or measurable physical effects. $0

Safety Risk Index	Risk Level Definitions
H	**High - Hazard ratings will be considered unacceptable and require action from GET to mitigate the safety risk.**
M	**Medium - Hazard ratings will be considered undesirable and require GET's Safety Committee to make a decision regarding their acceptability**
L	**Low - Hazard ratings may be accepted by the SMS Executive without additional review**

7. SAFETY ASSURANCE

Through our Safety Assurance process, Golden Empire Transit District:

- Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk;

- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;

- Investigates safety events to identify causal factors; and

- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

7.1 Safety Performance Monitoring and Measurement

Described are activities to monitor the system for compliance with procedures for operations and maintenance.

GET has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits
- Informal inspections
- Regular review of on-board camera footage to assess drivers and specific incidents
- Safety surveys
- Employee Safety Reporting Program (ESRP)
- Investigation of safety occurrences
- Safety review prior to the launch or modification of any facet of service
- Daily data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance, and
- Warranty Recovery

Results from the above processes are compared against recent performance trends quarterly and annually by the SMS Executive to determine where action needs to be taken. The SMS Executive enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

Service Vehicle Preventative Maintenance Inspection
Service vehicles are scheduled for inspections between 3,000 or 6,000 miles depending on the vehicle manufacturer's maintenance requirements. Mechanics use a printed checkoff inspection sheet to perform the inspection, which is designed to ensure the required components are inspected. The fleet maintenance software system generates an inspection sheet with lube and specific maintenance items that need to be addressed based on the vehicle manufacturers recommendations. Some fleet vehicles are inspected, serviced and repaired at the vehicle manufacturer's dealership due to the complexity of the vehicle and potential electrical shock hazard.

Quality Assurance
GET's preventative maintenance program emphasizes quality. All inspections shall be reviewed by a vehicle maintenance supervisor before the vehicle is released for service. The Supervisor shall review the inspection sheets and related work orders for compliance.

Supervisors shall conduct a follow-up inspection and review of records to effectively measure the degree of success with the quality control effort. The method may include planned and/or random observations of completed work or work in progress. When performing quality inspections, it's important to recognize the primary concerns are public safety, prevention of road calls, and maximizing the long-term operating efficiency of each vehicle. The California Highway Patrol (CHP) conducts another layer of quality. CHP performs annual vehicle inspections on fleet vehicles and reviews vehicle maintenance records for regulatory compliance every 13 months as required.

Warranty Recovery
GET pursues warranty claims for new vehicle purchases, parts and vendor repairs. All warranties are tracked in the fleet maintenance software, *Avail*, and the system automatically alerts staff when issuing a repair order if the vehicle, parts or any repairs are covered under warranty.

Warranty parts are tagged by the mechanics with a vehicle number, repair order number, date, and mileage. The warranty part is submitted to the part clerk for storage until the vehicle manufacturer or vendor requests the part to be shipped back to them for an evaluation. The manufacturer supplies all shipping information and covers the cost to return ship any warranty parts.

The Purchasing Agent contacts the vehicle manufacturer or vendor to order a replacement part and follow the manufacturer's instructions for part and labor recovery. The Purchasing Agent tracks the active warranty claims until a response is made by the vendor. GET receives all warranty related monies directly to the Finance Department. The payment is submitted with a list of warranty claim numbers which is forwarded to the Purchasing Agent for review and reconciliation.

Security & Safety Program, Emergency Response Plan Transit Security Plan
Highly visible security presence is provided at both transit centers. City of Bakersfield Police Department and the Kern County Sheriff's Department also assist to provide system-wide protection. Video Surveillance System – On- board video surveillance cameras are installed on all buses and at both transit centers. Video surveillance cameras serve as a deterrent to vandalism and other crimes and also assist in incident review.

GET Safety Signage Inside Bus During COVID-19 Pandemic

Described are activities to monitor operations to identify any safety mitigations that may be ineffective, inappropriate, or were not implemented as intended.

GET monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The SMS Executive maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The SMS Executive establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The SMS Executive will endeavor to make use of existing GET processes and activities before assigning new information collection activities.

GET's SMS Executive and Safety Committee will review the performance of individual safety risk mitigations during bi-monthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended.

If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The SMS Executive will approve or modify this proposed course of action and oversee its execution.
GET's SMS Executive and the Safety Committee will also monitor the agency's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

The SMS Executive works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

GET Safety Signage
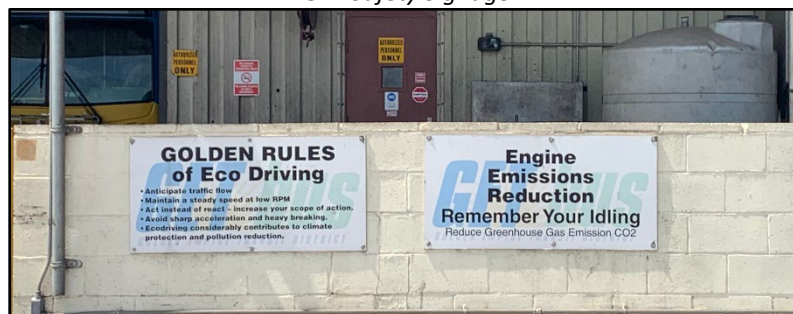
GET maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see Golden Empire Transit Safety Event Investigation Procedures Manual for specific procedures for conducting safety investigations). These procedures also reflect all traffic safety reporting and investigation requirements established by California Department of Motor Vehicles (DMV).

The SMS Executive maintains all documentation of GET's investigation policies, processes, forms, checklists, activities, and results. As detailed in GET's procedures, an investigation report is prepared and sent to the Accident/Incident Review Board for integration into their analysis of the event.

Golden Empire Transit's Accident/Incident Review Board consists of seven members that represent management, the union, operations, and maintenance. The SMS Executive chairs the board.

GET's Accident/Incident Review Board determines whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The SMS Executive and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. The SMS Executive and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning GET's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

GET Safety Signage

8. SAFETY PROMOTION

8.1 Competencies and Training

Described is the safety training program for all agency employees and contractors directly responsible for safety.

GET's comprehensive safety training program applies to all GET employees directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer, and
- Accountable Executive.

GET dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. Basic training requirements for GET employees, including frequencies and refresher training, are documented in GET's Safety Training Matrix and the Employee Handbook.

Operations safety-related skill training includes the following:
- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (re-certification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.

GET's Accountable Executive and Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training.

Maintenance
Vehicle maintenance safety-related skill training includes the following:
- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.

Vehicle Maintenance Record Keeping and Retention
GET's Maintenance Department uses a fleet maintenance software system, *Avail*, to capture all vehicle data and related information. The fleet maintenance software is updated to keep the system current with fleet management data collection and reporting. All vehicle data is controlled, secured and retained in the fleet management software and in hard copy for the life of the vehicle.

Workforce Training
Improper troubleshooting, diagnosed or improperly repaired vehicle issues translates to increased road calls, service disruptions and higher maintenance costs. The key to maintaining a high-level preventative maintenance program is continuous training. It's essential that training efforts are made to elevate and maintain the maintenance workforce skill levels to properly maintain and repair vehicles.

GET currently conducts maintenance staff training through online safety training; www.SafetySkills.com, a combination of outside vendors, vehicle manufacturers, on the job training, cross-training and formal classroom training. Additionally, GET requires mechanics and some vehicle service personnel to obtain and maintain certifications to demonstrate satisfactory competency in transit bus diagnostics, maintenance and repair. Key required certification and training include:

- **TIA Certification** – This certification provides comprehensive training in the handling, repair and maintenance of commercial and light duty tires.

- **ASE Transit Bus Air Brake Certification** – This certification can only be obtained with two years of experience and formal training. GET only allows certified mechanics and supervisors with this certification to inspect, repair and diagnose transit bus air brake systems.

- **ASE Transit Bus Preventative Maintenance Certification** - This certification can only be obtained with two years of experience, formal and on the job training.

GET requires additional ASE certifications as a requirement for advancement with a goal of each employee obtaining the Transit Bus Master Bus Certification. In addition to technical training, the vehicle maintenance staff receives additional training such as environmental, safety, hazardous waste handling and job specific emergency response training. The goal of GET's Maintenance Training Department is to provide a minimum of 40 hours of *annual* training for each maintenance employee. New mechanics are assigned to work with the Maintenance Trainer, senior mechanics and supervisors to provide initial training. The training includes vehicle familiarization, shop structure and daily operation.

Vendor Training
In-house training will include steps and information to insure proficiency of all maintenance personnel in the goals and objectives of GET's maintenance program. Training provided by the manufacture of equipment is provided on a regular basis and efforts to have all mechanics participate is emphasized.

Procurement
For the procurement of parts, components, supplies and materials, GET requires operations and maintenance contractors to maintain procurement quality procedures. GET will ensure equipment and materials are in accordance with the technical specifications and requirements set forth by the Procurement Agent or Project Manager.

8.2 Safety Communication

Described are processes and activities to communicate safety and safety performance information throughout the Golden Empire Transit District.

GET's SMS Executive, Safety/Training Manager, Director of Human Resources and Marketing Manager coordinate GET's safety communication activities for the SMS. GET's activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- **Communicating safety and safety performance information throughout the agency:** Golden Empire Transit communicates information on safety and safety performance in its quarterly newsletter and during quarterly All-Staff Meetings. GET also has a permanent agenda item in all monthly Drivers' Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Golden Empire Transit's service or safety performance, and updates regarding SMS implementation. Golden Empire Transit also requests information from drivers during these meetings, which is recorded in meeting minutes. GET's Human Resources Manager and Safety/Training Coordinator post safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues. Finally, GET's Marketing Department utilizes, Safety Campaigns, and email blasts are used to disseminate safety messages throughout the agency. There is a television in the common area that displays safety clips, and GET has a safety incentives program, "*Be Safe Bingo*" in which a name is pulled each day that has met specific safety related criteria.

- **Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:** As part of new-hire training, GET distributes safety policies and procedures, included in the Employee Handbook, to all employees. Golden Empire Transit provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, GET's SMS Executive issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.

- **Informing employees of safety actions taken in response to reports submitted through the ESRP:** GET provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

9. ADDITIONAL INFORMATION

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Supporting Documentation

Included and referenced are documentation used to implement and carry out the Agency Safety Plan that are not included elsewhere in this document.
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GET will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.
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On April 4, 2020, Golden Empire Transit District notified the California Department of Transportation (Caltrans) of its intent to opt-out of the State developing GET's Agency Safety Plan. This opt-out notification documentation will be maintained by GET.

9.1 Applicable Documents
The following documents and resources were used in preparation of this Plan:

1. National Transit Database Statictics Reported by Golden Empire Transit (2015 – 2019)
2. FTA Sample Small Public Transportation Provider Agency Safety Plan
3. FTA Safety Performance Targets Guide
4. FTA PTASP Checklist for Bus Transit
5. FTA PTASP Public Transit Template Reference Tool
6. FTA Safety Bulletin: Guidance on SMS Support Services (January 8, 2016)
7. GET Safety Management Policy Statement
8. GET Job Descriptions (Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Operations Manager, Operations Safety & Training Coordinator, Safety & TRaiing Manager, Maintenance Manager
9. GET Fact Sheet
10. GET Triennial Performance Audit 2019
11. GET Transit Asset Management Plan 2019
12. GET Short-Range Transit Plan (SRTP) 2018/2019 through 2022/2023
13. GET Employee Policy Handbook (Bargaining and Non-Bargaining)
14. GET Teamsters Local 517 Union Agreement
15. GET Employee Safety Training and Meeting Report Form
16. GET New Employee Safety Orientation Checklist
17. GET Acknowledgement of Receipt of GET's Injury and Illness Prevention Program
18. GET Investigation Report (Occupational Injury or Illness)
19. GET Safety Inspection Form/Action Plan
20. GET Employee Safety Reporting Form
21. GET Hazard Identification and Risk Assessment SOP
22. GET Hazard Identification Checklist (General Office, Maintenance, and Bus Yard)
23. GET Risk Analysis Matrix
24. GET Hazard Identification Form
25. GET Risks and Opportunities
26. GET SMS and EMS Risks and Opportunities
27. GET Safety & Environmental Policy

10. DEFINITIONS OF TERMS USED IN THE AGENCY SAFETY PLAN

Golden Empire Transit incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

1. **Accident -** An Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

   Accountable Executive – A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

2. **Chief Safety Officer** – An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

3. **Equivalent Authority -** An entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

4. **Event -** Any Accident, Incident, or Occurrence.

5. **Federal Transit Administration** – An operating administration within the United States Department of Transportation.

6. **Hazard -** Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

7. **Incident -** An event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

8. **Investigation -** The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

9. **National Public Transportation Safety Plan -** The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

10. **Occurrence -** An Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

11. **Operator of a Public Transportation System** - A provider of public transportation as defined under 49 U.S.C. 5302.

12. **Performance Measure -** An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

13. **Performance Target -** A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

14. **Public Transportation Agency Safety Plan (or Agency Safety Plan) –** The documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

15. **Risk -** The composite of predicted severity and likelihood of the potential effect of a hazard.

16. **Risk Mitigation -** A method or methods to eliminate or reduce the effects of hazards.

17. **Safety Assurance -** Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

18. **Safety Management Policy -** A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

19. **Safety Management System -** The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

20. **Safety Performance Measure – A** quantifiable indicator of performance or condition that is used to establish targets related to safety management activities, and to assess progress toward meeting the established targets (§ 673.5).

21. **Safety Performance Target –** A quantifiable level of performance or condition expressed as a value for the measure related to safety management activities to be achieved within a set time period (§ 673.5).

22. **Safety Promotion -** A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

23. **Safety Risk Assessment -** The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

24. **Safety Risk Management -** A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

25. **Serious Injury -** Any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

26. **Small Transit System** – FTA defines small systems as recipients or subrecipients of Section 5307 grant funds that operate 100 or fewer vehicles in revenue service during peak regular service across all fixed-route modes and operates 100 or fewer vehicles in revenue service during peak regular service in each non-fixed-route mode.

27. **Transit Agency -** An operator of a public transportation system.

28. **Transit Asset Management Plan -** The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

29. **Willful** – An intentional or deliberate act.

11. COMMONLY USED ACRONYMS

Below are commonly used words and phrases used in this Golden Empire Transit Agency Safety plan.

Acronym	Word or Phrase
ADA	Americans with Disabilities Act of 1990
ASP	Agency Safety Plan
Caltrans	California Department of Transportation
CFR	Code of Federal Regulations
DMV	Department of Motor Vehicles
EMS	Environmental Management System
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
GET	Golden Empire Transit District
Kern COG	Kern County Council of Governments
NTSB	National Transportation Safety Board
OHS	Occupational, Health & Safety
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan
PTASP	Public Transportation Agency Safety Plan
SRTP	Short-Range Transit PLan
SMS	Safety Management System
SRM	Safety Risk Management
U.S.C.	United States Code
VRM	Vehicle Revenue Miles

12. LIST OF APPENDICES

The following documents are attached as appendices to this document:

  A. Opt-Out Letter to Caltrans
  B. FTA Safety Bulletin: Guidance on SMS Support Services (January 8, 2016)
  C. Safety and Environmental Policy
  D. Occupational Health & Safety Resources (OH & S) , Roles and Responsiblities and Authorities
  E. GET SMS and EMS Risks and Opportunities
  F. Hazard Identification and Risk Assessment SOP

The above Occupational Health & Safety documents will be used for coordination of GET's SMS and Agency Safety Plan.

A: GET Opt-Out Letter to Caltrans

GET**bus**
GOLDEN EMPIRE TRANSIT DISTRICT

April 6, 2020

Brian C. Travis
Senior Transportation Planner
RTAP and Legislative Management
Caltrans Division of Rail and Mass Transportation
1352 W. Olive Avenue
Fresno, CA 93728
(916) 654-9842

Attention Mr. Travis,

The Federal Transit Administration (FTA) Public Transportation Agency Safety Plan regulation, at 49 CFR Part 673, requires State Departments of Transportation (DOTs) to draft and certify Agency Safety Plans (ASPs) on behalf of small public transportation providers. However, a State DOT is not required to draft an ASP for a small public transportation provider if the small transit provider notifies the State that it will draft its own plan. This letter serves to notify the California Department of Transportation that Golden Empire Transit will draft (and certify, if applicable) its own ASP to address Part 673 requirements. Our ASP will be signed by the Accountable Executive, and Chief Executive Officer, Karen King, and approved by our Board of Directors.

Golden Empire Transit is currently developing their own ASP, with the assistance of viable contractor. Unless any requirements change in the near future, it is our intention to comply with the stated deadline of July 20, 2020. Should you require any additional information please feel free to contact me at 661-324-9874, or at kking@getbus.org.

Sincerely,

Karen H. King

Karen King
Accountable Executive - Chief Executive Officer
Golden Empire Transit
1830 Golden State Avenue
Bakersfield, California 93301

1830 Golden State Avenue · Bakersfield, California 93301-1012   phone (661) 324-9874   fax (661) 869-6394   www.getbus.org

U.S. Department
Of Transportation
**Federal Transit
Administration**

Headquarters

1200 New Jersey Avenue S.E.
Washington DC 20590

FTA Safety Bulletin: Guidance on Safety Management System (SMS) Support Services

January 8, 2016

WASHINGTON - The Federal Transit Administration (FTA) continues to receive questions from public transportation agencies regarding vendors offering Safety Management System (SMS) development and training support services. In speaking with these agencies, FTA has learned that some of the proposed SMS activities are not in line with the principles set forth by the FTA in its SMS Framework.

The SMS is a formal, top-down, organization-wide approach to managing safety risks. The FTA is committed to an SMS approach, which is why SMS is the basis for FTA's proposed National Public Transportation Safety Program. Public transportation agencies should be familiar with the SMS Framework and associated training courses, prior to contracting for SMS support, to ensure that services align with FTA's vision for SMS implementation.

The FTA strongly recommends that the transit industry become familiar with the SMS Framework's descriptions and attributes of an effective SMS: the FTA-adopted components and sub-components, and the initial SMS development phases and tasks.

While SMS is both scalable and flexible, there are core processes and activities that agencies should adhere to while developing their own SMS. Below is a list of ways to recognize whether a proposed service is aligned with FTA's requirements:

SMS is:
- A management system (i.e., used by management for prioritizing the allocation of resources towards those areas of high safety concern)
- Primarily proactive
- A system which identifies hazards and analyzes their potential consequences
- A system that assesses safety risks associated with those potential consequences
- A system which implements risk mitigations to control safety risk
- Driven by the collection of safety data and safety objectives rather than business goals or services

SMS does NOT:
- Require or involve the International Organization for Standardization (ISO) certification
- Equal Quality Management System (QMS)
- Focus solely on compliance or corrective action plans, but on establishing safety risk mitigations and the ongoing monitoring of the mitigations.

Statements such as, "SMS is just like what we're doing, but with a different name," or "SMS is just like QMS, but with a focus on safety," or statements referencing ISO certification, may be indications that the proposed program is not aligned with the FTA's requirements; which may hinder an agency from implementing an effective and successful SMS, or may overburden an agency with unnecessary requirements and costs. Although both the SMS and QMS are management processes that conceptually share similar processes and activities, their objectives differ. The objective of SMS is to proactively control hazards and their consequences. Designating safety as a quality attribute under a QMS will not sufficiently meet that objective or satisfy FTA's SMS requirements. Similarly, the ISO certification will not meet FTA's SMS requirements.

Since the publication of the SMS Framework, the FTA has also developed and distributed SMS Awareness; an introductory level e-Learning course based on the SMS Framework, and SMS classroom teaching. For more information on the SMS Awareness course, please visit the FTA Office of Transit Safety and Oversight's Resources page.

In addition, the FTA will continue to develop and provide SMS guidance material, technical assistance tools, and training for the public transportation industry. If you have questions concerning SMS, please contact Ms. Lynn Spencer, FTA's Director of System Safety, at (202) 366-5112 or Lynn.Spencer@dot.gov.

Thomas Littleton
Associate Administrator
Office of Transit Safety and Oversight
Federal Transit Administration

GET bus
GOLDEN EMPIRE TRANSIT DISTRICT

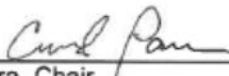| Verification	Adopted	Latest Revision	Last Affirmed/ Amended
Date	10/15/2013	01/21/2020	01/21/2020

Board Policy #9

SAFETY AND ENVIRONMENTAL POLICY

Golden Empire Transit District is committed to the safety and health of our employees as well as environmental wellness. Sustainability practices and hazard identification has been integrated into all aspects of our operations through clean technologies, risk assessments, renewable resources, and safety risk mitigation. It is our goal to preserve the planet and ensure the health and safety of all our employees.

The District is committed to establishing itself as a regional and industry leader through the integration of our safety and environmental management systems. Adopting an Integrated system is GET's formal commitment to mitigate safety risks and environmental impacts, building and maintaining a heightened awareness within our workforce, and ensuring fiscal stability for years to come.

Within the scope of our integrated management systems, the District will:

a. Comply with all pertinent environmental and safety laws, rules and regulations, not just because it is legally required, but also because we believe it is the way to conduct our business;

b. Set environmental and safety objectives annually to measure our performance, to achieve superior results and to continually improve;

c. Monitor, revise and reemploy safety systems and environmental assessments on a regular basis;

d. Provide education and training to our employees for them to have knowledge, skills, and understanding to perform their responsibilities and duties at the highest level;

e. Routinely review and verify performance with audits, evaluations and other quality assurance and quality control methods.

f. Empower and expect employees and contractors to promptly report noncompliance or unsafe conditions and to take immediate action to prevent injuries or environmental accidents;

g. Provide relevant safety and health information to contractors and require them to provide proper training for the safe, environmentally sound performance of their work;

h. Communicate our commitment to this policy to our customers, affiliates, and contractors through our website www.getbus.org and seek their support.

Golden Empire Transit District will continue to develop safe and environmentally sustainable business practices. We encourage our employees to join the District in pursuing the necessary tools, resources, and education to empower safety and environmental awareness and responsibility.

Cindy Parra, Chair
Board of Directors

Karen H. King
Chief Executive Officer

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5.2   Safety and Environmental Policy – Board Policy #9   Board of Directors/Board Policies

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Golden Empire Transit District
EMS Appendix ISO 14001:2015

Person Responsible	Revision #	Revised by	Reviewed by	Approved by
EMS Coordinator	3	EMS Coordinator	EMS Core Team	EMS Core Team
02/11/2019	12/12/2019	12/12/2019		

5.3-2   OH&S and EMS
Resources, Roles, Responsibilities and Authorities Matrix

	EMS Responsibilities	Typical Person(s) Responsible
1	Establish overall direction (intended outcomes)	Board of Directors, CEO, EMS Coordinator, and Core Team
2	Develop the Environmental Policy	Board of Directors and CEO
3	Develop environmental objectives and processes	Operations Manager, Maintenance Manager, EMS Coordinator, and EMS Core Team
4	Consider environmental aspects during the design process	Maintenance Manager, Facility Supervisor, Graphic Designer and Vehicle Maintenance Supervisor
5	Monitor overall environmental management system performance	EMS Coordinator
6	Assure fulfilment of compliance obligations	EMS Coordinator, all managers and others, as appropriate
7	Promote continual improvement	EMS Coordinator, all managers, EMS Core Team members and others, as appropriate
8	Identify customer's expectations	Marketing Manager
9	Identify requirements for suppliers and criteria for procurement	Account Clerk and Purchasing Agent

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Person Responsible	Revision #	Revised by	Reviewed by	Approved by
EMS Coordinator	3	EMS Coordinator	EMS Core Team	EMS Core Team
02/11/2019	12/12/2019	12/12/2019		

5.3-2 OH&S and EMS
Resources, Roles, Responsibilities and Authorities Matrix

10	Develop and maintain accounting processes	CFO, Controller
11	Conform to environmental management system requirements	All persons working under the Golden Empire Transit District
12	Review the operation of the environmental management system	Top management, EMS Coordinator and Core Team

OH&S Responsibilities		**Typical Person(s) Responsible**
1	Accountable for the functioning of the occupational health and safety management system.	Top management
2	Ensuring that the occupational health and safety management system conforms to the requirements of ISO 45001 standard	Top Management and ISO 45001 Oversite Committee
3	Reporting on the performance of the occupational health and safety management system to top management.	SMS Coordinator
4	Conform to occupational health and safety management system requirements	All persons working under the Golden Empire Transit District
5	Updating and changes to Legal and other requirements	Maintenance Trainer and or EMS Coordinator

Page 2 of 2

GOLDEN EMPIRE TRANSIT DISTRICT				ISO 45001 ISO 14001
6.1.1-1 SMS and EMS Risks and Opportunities				Integrated documents
Person Responsible EMS Coordinator	**Revised By** EMS Coordinator	**Reviewed By** 45001 Committee	**Approved By** EMS Core Team	REV. 0
3-09-2020				Page 1

EMS and SMS Interested Parties	Needs/Expectations	Risks & Opportunities	Plans to Address Risks and Opportunities
Board of Directors	- Awareness Training - Policy Approval - Quarterly Management Review Meeting	1. Employee Turnover 2. Company Reputation 3. Loss of ISO knowledge	1. Continuious training-cross training 2. Plant wide meetings-communications 3. Employee reviews-feedback
Staff	- Training - Accountability - Support	1. Employee Turnover 2. Company Reputation 3. Loss of ISO knowledge	1. Continuious training-cross training 2. Plant wide meetings-communications 3. Employee reviews-feedback
EMS Core Team	- Documentation Review	1. Employee Turnover 2. Company Reputation 3. Loss of ISO knowledge	1. Continuious training-cross training 2. Plant wide meetings-communications 3. Employee reviews-feedback
Internal Auditor	- Resources (Time) - Response Time - Cooperation	1. Employee Turnover 2. Company Reputation 3. Loss of ISO knowledge	1. Continuious training-cross training 2. Plant wide meetings-communications 3. Employee reviews-feedback
Fire Department	- Familiarity with site - Response - Permit Approval	1. Delay to Operations 2. Company Reputation 3. Loss of certification -	1. Ensure all regulations are current and not overdue 2. Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
California Air Resource Board (Regulator)	- Reporting	1. Delay to Operations 2. Company Reputation 3. Loss of certification	1. Ensure all regulations are current and not overdue 2. Internally audit ourselves

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			3. Maintain awareness of regulatory and industry trends.
Water Quality Board (Regulator)	- Reporting	1. Delay to Operations 2. Company Reputation 3. Loss of certification	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
San Joaquin Valley Air Pollution Control District (Regulator)	- Permit Approval	1.Delay to Operations 2.Company Reputation 3.Loss of certification	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3.Maintain awareness of regulatory and industry trends.
City of Bakersfield (Regulator)	- Tire Disposal Record - Permit Approval	1.Delay to Operations 2.Company Reputation 3.Loss of certification	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
California State Solid Waste Recycle (Regulator)	- Recycling Program via Reporting	1.Non-conforming materials 2.Loss of contracts 3.Poor performance	1.Supplier Audits/Evaluations 2.Secondary suppliers(reduce single source risk) 3.Monitor supplier performance
Kern Transit	- Awareness, Training	-1.EHS exposures -2. Economic impacts -3. Loss of reputation	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
Standards School District	- Awareness, Training	1.EHS exposures 2. Economic impacts 3. Loss of reputation	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
Engine Fluid Suppliers	- Awareness, Training	1.Non-conforming materials 2.Loss of contracts	1.Supplier Audits/Evaluations

	GOLDEN EMPIRE TRANSIT DISTRICT				ISO 45001 ISO 14001
	6.1.1-1 SMS and EMS Risks and Opportunities				Integrated documents
	Person Responsible EMS Coordinator	Revised By EMS Coordinator	Reviewed By 45001 Committee	Approved By EMS Core Team	REV. 0
	3-09-2020				Page 3

			3.Poor performance	2.Secondary suppliers(reduce single source risk) 3.Monitor supplier performance
Recyclers	-Awareness, Training		1.Non-conforming materials 2.Loss of contracts 3.Poor performance	1.Supplier Audits/Evaluations 2.Secondary suppliers(reduce single source risk) 3.Monitor supplier performance
Contractors	-Awareness, Training		1.Non-conforming materials 2.Loss of contracts 3.Poor performance	1.Supplier Audits/Evaluations 2.Secondary suppliers(reduce single source risk) 3.Monitor supplier performance
Cal OSHA	-Awareness, Training		1.Delay to Operations 2.Company Reputation 3.Loss of certification	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
Calif. CHP	-Documentation		1.Delay to Operations 2.Company Reputation 3.Loss of certification	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
DMV	-Documentation, Licensing		1.Delay to Operations 2.Company Reputation 3.Loss of certification	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
Vendors	-Awareness, Training		1.EHS exposures 2. Economic impacts 3. Loss of reputation	1.Supplier Audits/Evaluations 2.Secondary suppliers(reduce single source risk)

			3.Monitor supplier performance
Workers	-Awareness, Training	1.Employee Turnover 2.Company Reputation 3. Loss of Driver knowledge	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
Union Representatives	-Awareness, Training	1.EHS exposures 2. Economic impacts 3. Loss of reputation	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
Residents of Bakersfield	-Awareness	1.EHS exposures 2. Economic impacts 3. Loss of reputation	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.
Media	-Awareness	1.EHS exposures 2. Economic impacts 3. Loss of reputation	1.Supplier Audits/Evaluations 2.Secondary suppliers(reduce single source risk) 3.Monitor supplier performance
Local Government Official's	-Awareness	1.Delay to Operations 2.Company Reputation 3.Loss of certification	1.Ensure all regulations are current and not overdue 2.Internally audit ourselves 3. Maintain awareness of regulatory and industry trends.

Golden Empire Transit District
Integrated ISO 14001 & 45001

GET bus

Person Responsible	Revision #	Revised by	Reviewed by	Approved by
EMS Coordinator	1	EMS Coordinator		EMS Core Team
1/29/2020	1/29/2020	1/29/2020		

6.2.1-3 Hazard Identification and Risk Analysis SOP

Person responsible:	EMS Coordinator
Area of application:	Golden Empire Transit District – Administration and Maintenance 1830 Golden State Ave. Bakersfield, CA 93301
Document location:	P:\EMS\ISO 45001 2018 Program\6 Planning\6.1 Actions to address risks and opportunities\6.1.2 Hazard identification and assessment of OH&S risk\6.1.2-3 Hazard Identification and Risk Analysis SOP.docx
Original issue date:	January 29th 2020

Recurring action items

Activity	Responsibility	Frequency
1. Train applicable employees on SOP – See 7.3-1 EMS Training Plans Matrix	EMS Coordinator	Annually and New Hires
2. Review SOP and update as necessary.	EMS Coordinator	Annually
3.		

1.0 Purpose

    1.1

2.0 Scope

    2.1

    2.2 :

        2.2.1

    2.3

3.0 Responsibility

    3.1 .

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Person Responsible	Revision #	Revised by	Reviewed by	Approved by
EMS Coordinator	1	EMS Coordinator		EMS Core Team
1/29/2020	1/29/2020	1/29/2020		

6.2.1-3   Hazard Identification and Risk Analysis SOP

3.2

    3.2.1

3.3

    3.3.1

3.4

    3.4.1

4.0 Definitions

4.1   Refer to Clause 3, Terms and Definitions

5.0 Process

5.1

    5.1.1

6.0 References / Related Documents

6.1