

## APPENDIX A

# Valley Transit STAFF SAFETY ROLES AND RESPONSIBILITIES

<b>Completed by: Traci Robinson</b>	<b>Date: 11/01/2023</b>
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Position Title	Name of Staff Member	Position Description	Safety Responsibilities
Accountable Executive	<b>Ron McDonald</b>	<p style="text-align: center;">49 CFR § 673.5 –</p> <p>Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the PTASP; responsibility for carrying out the agency's TAM Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. § 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. § 5326.</p>	<ul style="list-style-type: none"> <li>Ultimate responsibility for carrying out the PTASP</li> <li>Responsibility for carrying out the TAM Plan</li> <li>Control or direction over the human and capital resources needed to develop and maintain both plans</li> <li>Ensuring the agency's SMS is effectively implemented throughout the system</li> <li>Ensuring action is taken, as necessary, to address substandard performance in the agency's SMS</li> <li>May delegate specific responsibilities, except ultimate accountability for the agency's safety performance, which always rests with the Accountable Executive</li> </ul>
Chief Safety Officer	<b>Traci Robinson</b>	<p style="text-align: center;">49 CFR § 673.5 –</p> <p>Chief Safety Officer means 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.</p> <p>A Chief Safety Officer (CSO) for a small public transportation provider (as defined in Part 673) may serve in capacities (operational or maintenance) unless the agency ceases to be a small public transportation provider or operates a rail transit system.</p>	<ul style="list-style-type: none"> <li>Is adequately trained</li> <li>Responsibility for safety</li> <li>Reports directly to agency's Accountable Executive</li> <li>Authority and responsibility for day-to-day implementation and operation of agency's SMS</li> </ul>
Safety Manager	<b>Traci Robinson</b>	<p>Ensure coordinated development and implementation of the PTASP</p>	<ul style="list-style-type: none"> <li>Maintains a safe working environment</li> <li>Adheres to all safety policies and procedures</li> <li>Promotes safety awareness throughout the organization</li> <li>Ensures safety documentation is current and accessible to all employees</li> <li>Communicates changes in safety documents to all personnel</li> <li>Monitors effectiveness of corrective actions</li> <li>Provides periodic reports on safety performance</li> <li>Renders independent advice to the CEO, senior managers, and other personnel on safety-related matters</li> <li>Ensures that safety management has a high priority throughout the organization</li> </ul>
Transit Supervisor(s)	<b>Justin Dreger, Justin Madero, Laura VanHooreweghe</b>	<p>Supervisors are responsible for communicating the transit agency's safety policies to all employees.</p>	<ul style="list-style-type: none"> <li>Maintains a safe working environment</li> <li>Adheres to all safety policies and procedures</li> </ul>

			<ul style="list-style-type: none"> <li>• Full knowledge of all standard and safety operating procedures</li> <li>• Ensures that drivers make safety a primary concern when on the job</li> <li>• Listens and acts upon any safety concerns raised</li> <li>• Immediately reports safety concerns to the CSO/SM</li> <li>• Provides leadership and direction to employees during security incidents</li> <li>• Handles minor non-threatening rule violations</li> <li>• Defuses minor arguments</li> <li>• Determines when to call for assistance</li> <li>• Responds to fare disputes and service complaints</li> <li>• Responds to security related calls with police officers when required, rendering assistance with crowd control, victim/witness information gathering, and general on-scene assistance</li> <li>• Completes necessary security related reports</li> <li>• Takes photographs of damage and injuries</li> <li>• Coordinates with all outside agencies at incident scenes</li> </ul>
Bus Operator(s)	<b>Multiple</b>	Drivers are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies.	<ul style="list-style-type: none"> <li>• Maintains a safe working environment</li> <li>• Adheres to all safety policies and procedures</li> <li>• Takes charge of a hazard incident scene until the arrival of supervisory or emergency personnel</li> <li>• Collects fares in accordance with agency policy</li> <li>• Familiar with Valley Transit Employee Manual and Procedures</li> <li>• Attempts to handle minor non-threatening rule violations</li> <li>• Responds verbally to complaints</li> <li>• Attempts to defuse minor arguments</li> <li>• Determines when to call for assistance</li> <li>• Maintains control of the vehicle</li> <li>• Reports all safety incidents to Supervisor on duty</li> <li>• Completes all necessary safety related reports</li> </ul>
Maintenance	<b>Multiple</b>	Mechanic performs major running repairs of buses. Fully qualified and completely capable of repairing, maintaining, and rebuilding all parts of all equipment.	<ul style="list-style-type: none"> <li>• Maintains a safe working environment</li> <li>• Adheres to all safety policies and procedures</li> <li>• Responsible for repair of vehicle components, including engine and transmission rebuilds</li> <li>• Conducts all levels of inspections</li> <li>• Assists in all aspects of repair and maintenance work</li> <li>• Makes bus assignments (if needed)</li> <li>• Maintains a safe working environment and adheres to all safety policies and procedures</li> <li>• Makes road calls</li> <li>• Tire changes and repairs</li> <li>• Brake relines</li> <li>• Driver reported defects</li> <li>• Supervises bus-washing activities</li> <li>• Fuels/cleans buses</li> </ul>
Communication Technicians	<b>Multiple</b>	Dispatcher for operators, answers telephone calls from the public providing customer service, responds to radio calls from operators for repair calls, normal calls, and emergency transmissions	<ul style="list-style-type: none"> <li>• Maintains a safe working environment</li> <li>• Adheres to all safety policies and procedures</li> <li>• Familiar with Valley Transit Employee Manual and Procedures</li> </ul>

## APPENDIX B

# Valley Transit SAFETY ASSESSMENT AND SYSTEM REVIEW

Complete this form semi-annually to identify potential safety hazards. It is imperative that completion of this review includes only accurate and correct information – data collected from this assessment will guide agency resource allocation and focus priority needs appropriately. Not all questions will apply.

<b>Completed by: Traci Robinson</b>	<b>Date: 11/01/2023</b>
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SECTION	REVIEW QUESTIONS	YES	NO	N/A
<b>Safety Policies:</b>	• Are all safety policies up to date and reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a Public Transit Agency Safety Plan (PTASP) or any other System Safety Plan written for the transit system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the Drug and Alcohol Policy current and up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>New Hire Employee Files:</b>	• Was there a structured interview conducted and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the applicant asked the questions relating to previous experience with drug and alcohol testing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the offer of employment documented in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a pre-employment drug screen?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a pre-employment physical exam?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are safety sensitive responsibilities outlined in the job description?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a completed Substance Abuse Policy and Drug Free Workplace Policy Acknowledgement form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a Current Policies and Procedures Acknowledgement Form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Post Hire Employee Files:</b>	• Is a current employee roster available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are the employee files maintained by the transit system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do existing employee files contain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Background check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Previous employer request form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Verification of current driver's license and CDL?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Current MVR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ PARS Reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Current copy of physical exam certificate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Signed Substance Abuse Policy Acknowledgement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Drug and Alcohol Testing Record with COC and authorization forms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Record of annual supervisor ride checks and evaluations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education and Training:</b>	• Are operator certifications current and up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Have managers completed Safety Management Systems (SMS) training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	• Are employees familiar with OSHA topics, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	➤ Hazard Communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Emergency Action Planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Bloodborne Pathogens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Lockout/Tagout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Personal Protective Equipment (PPE)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➤ Injury Prevention Planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Have all safety sensitive employees received Drug and Alcohol Training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do new mechanics receive classroom training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do existing mechanics receive ongoing training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Safety Meetings:</b>				
	• Is there an active Safety Committee at the transit agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are safety meetings held on a regular basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are safety meetings and sign in sheets documented, with publically posted agendas and minutes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Do senior managers attend safety meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do vehicle operators attend safety meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do mechanics attend safety meetings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Incident and Accident Investigation Procedures:</b>				
	• Are policies in place dictating which incidents are reported and which are not?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident report forms kept on board the vehicle?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are accident reports completed for all situations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident reports used as pre-accident training material?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident reports used as post-accident training material?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident reports used to identify potential hazards and analyzed in a Risk Assessment Matrix (RAM)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are complaint forms kept on all vehicles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all operators provided with safety vests on their vehicles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident photos taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Substance Abuse:</b>				
	• Is there a current and updated Drug and Alcohol Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do all staff members understand the Drug and Alcohol Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is random testing being completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is reasonable suspicion testing being completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Facility and Shop Inspections:</b>				
	• Are monthly facility inspections conducted as scheduled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are facility inspection forms completed properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are unsafe conditions or acts, regarding the facility corrected and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are fire extinguishers up to date with annual servicing requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are fire extinguishers inspected on a monthly basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are routing inspections of the fire extinguishers documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are eye wash stations available with unobstructed access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are eye wash stations inspected on a scheduled basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**APPENDIX C**

**Valley Transit  
FACILITY SAFETY and SECURITY ASSESSMENT**

Complete this form semi-annually to identify potential safety hazards. It is imperative that the completion of this review includes only accurate and correct information – data collected from this assessment will guide agency resource allocation and focus priority needs appropriately. Not all questions will apply.

<b>Completed by: Traci Robinson</b>	<b>Date: 11/01/2023</b>

<b>SECTION</b>	<b>REVIEW QUESTIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b><i>Buildings and Facility Grounds:</i></b>	• Are facility grounds randomly and frequently patrolled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are daily security sweeps conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are smoke/fire/carbon monoxide detectors provided and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are distribution and number of keys known and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all keys labeled as "DO NOT DUPLICATE"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all unoccupied areas locked and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Lighting:</i></b>	• Is entire perimeter of facility properly illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting mounted at approximately second story level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are lights provided over all entrance doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting provided in staff parking areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Entrance Doors and Windows:</i></b>	• Are all doors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Built of commercial grade with metal framing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Outside hinges hidden and protected from vandalism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Provided with a commercial grade, one-sided lock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Provided with push "panic" bar releases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ In case of breakage or opening are all windows and doors connected to a central station alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Electronic Surveillance:</i></b>	• Is the entire perimeter of facility protected by a CCTV system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is this system monitored by management and/or a security company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is this system always on or activated by motion sensors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Non-Employee Access:</i></b>	• Is access restricted to persons without proper credentials and clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are supply deliverers required to show proper I.D. and sign-in a log book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all non-employees accompanied and/or observable at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Surrounding Environment:</b>	<ul style="list-style-type: none"> <li>Are there other non-City/County buildings connected to the facility that may be vulnerable to unauthorized entry to City/County property?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are all utility components (power transformers, back-up generators) protected and secured from vandalism or attack?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are all outdoor storage areas adequately lighted and secured?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Material Storage:</b>	<ul style="list-style-type: none"> <li>Are all hazardous and flammable materials properly identified?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are all materials properly labeled, stored, and secured?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Forms and Written Plans:</b>	<ul style="list-style-type: none"> <li>Are emergency numbers (police, fire, ambulance, FBI) current and prominently displayed at each phone?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Is a Chain of Command and emergency call list prominently displayed?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are employees trained and checklists provided on how to handle a physical threat or incident called in on the phone?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Evacuation Plan/Procedures</b>	<ul style="list-style-type: none"> <li>Are there evacuation plans for this facility?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are staff members trained on this plan?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are assembly areas and alternate assembly areas identified, validated and coordinated with the County Emergency Management Office?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Have the primary and alternate assembly areas, evacuation sites, and evacuation routes been verified and coordinated with all appropriate agencies?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Has the Emergency Evacuation Plan been reviewed, coordinated, and briefed to staff as appropriate?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training:</b>	<ul style="list-style-type: none"> <li>Is an orientation program in place for each new staff member?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Do all staff members receive safety and security training appropriate to their position and level of responsibility?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are periodic safety and security training and briefings completed with staff?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Do all new staff members receive briefings on the City/County Evacuation Plan, the Disaster Preparedness Plan, and other security policies and procedures?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Administrative Procedures:</b>	<ul style="list-style-type: none"> <li>Is a record of emergency data on file for each staff?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Have incident reporting format and procedures been established and staff briefed on them?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are all incident reports treated with confidentiality and transmitted by secure means to the appropriate City/County department?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Are background checks conducted and verified on all prospective new hires?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cash Handling and Transfer:</b>	<ul style="list-style-type: none"> <li>Has a secure method for receipt, transfer and storage of cash been established and have appropriate staff members been trained on them?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Is cash transported by at least two individuals with cash divided between them?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Do all staff members understand that in the event of a robbery they should never risk their lives to protect cash or other valuables?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire and Electrical Safety:</b>	<ul style="list-style-type: none"> <li>Are fire extinguishers installed in all appropriate locations?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	• Are smoke and heat detectors installed, at least one on each floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a first aid kit present and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all electrical devices, outlets, circuit breakers and cords free of damage that may pose a shock hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all electrical circuit, gas, and telephone boxes, if accessible from the outside, locked to prevent tampering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do any non-employees have access from outside the building to any fire escapes, stairways, and/or the roof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all outdoor trash containers and storage bins located away from the building in the event of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# APPENDIX D - SRM MATRIX and WORKBOOK

The tabs in this workbook relate to section 2.3 – Risk Mitigation, in Valley Transit's ASP template. The workbook contains the following:

## **SRM-SA Terms**

Guide to terms used in SRM and SA processes.

## **Safety Risk Management (SRM) Risk Register**

Sample risk register, used to associate identified hazards (and existing mitigations) that are being tracked to their associated risk level, as determined by your agency. Includes columns for planned implementation dates for proposed mitigations, department(s) responsible for mitigation implementation, and contact person(s).

## **Safety Assurance (SA) Tracker**

Sample hazard tracker, used to track identified hazards and mitigations as determined by your agency. Includes columns for safety performance targets impacted, department(s) responsible for mitigation implementation, and the means by which a hazard/mitigation is being monitored.

## **Severity Matrix**

Sample matrix for rating severity; includes criteria for each rating.

## **Likelihood Matrix**

Sample matrix for rating likelihood/frequency; includes practical examples for each rating.

## **Risk Assessment Matrix**

Sample combined severity/likelihood matrix, used by your agency to assess each identified hazard for its risk to your transit system.

With respect to prioritization of safety risk mitigations, the template and appendices do not provide a process or criteria for determining the level of safety risk associated with each hazard - that is for each transit agency to assess and develop. The included matrices can help formalize the process.

For additional guidance in this area, consider reviewing FTA's Sample Safety Risk Assessment Matrices for Bus Agencies:

<https://www.transit.dot.gov/regulations-and-guidance/safety/public-transportation-agency-safety-program/sample-safety-risk>

It provides a structured approach for addressing the requirements to "establish methods or processes to assess the safety risks associated with identified safety hazards" (§ 673.25(c)).

# SAFETY RISK MANAGEMENT / SAFETY ASSURANCE - GUIDE TO TERMS

ELEMENT	DESCRIPTION	EXAMPLE
<b>Hazard</b>	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.	The hazard in FTA's participant guide scenario is the out of calibration wheel balancer.
<b>Type of Hazard</b>	Classification used to help organize identified hazards to support an agency's data management and hazard prioritization activities. The three (3) main types of hazards include: Organizational (shortcomings in the organizational processes), Technical (the condition of the equipment, facilities, and infrastructure), and Environmental (the natural environment).	FTA's example hazard in the scenario is a technical hazard, as it pertains to an agency's equipment, rolling stock, infrastructure, and facilities.
<b>Identification date</b>	The date the hazard was identified through agency means. This information can be used for evaluating the effectiveness of safety risk management activities by providing a starting point to see how long the agency takes to analyze and mitigate the hazard.	
<b>Identification source</b>	How the hazard was identified. This information can provide insight into the effectiveness of the safety data sources available to the agency and can help identify items for improvement.	In FTA's scenario, the hazard was identified by a safety specialist upon reviewing the Safety Event Investigation Report.
<b>Date of analysis</b>	The date the hazard was analyzed. This information can be used for evaluating the efficiency of the analysis process and determine if certain hazards are more challenging to analyze than others.	
<b>Worst credible potential consequence(s)</b>	The effect of a hazard involving 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.	The worst credible potential consequence for the hazard in FTA's scenario is a collision resulting in death, permanent injury, or destruction of property, with damage (losses over \$1,000,000).
<b>Existing mitigations (hard or soft)</b>	The controls already existing within the agency to mitigate the potential consequence(s) of the hazard.	<b>Pre-Trip Inspection:</b> Bus operators are required to check tires for excessive wear as part of their pre-trip inspection. <b>Routine Bus Maintenance and Inspections:</b> Tires are inspected and replaced as part of the agency's regular maintenance and inspection program. <b>Wheel Balancer Calibration:</b> SOP governs the calibration of the wheel balancer.
<b>Severity of consequences</b>	Quantified effect of the potential consequence(s) of the hazard in the delivery of transit services and/or supporting activities, taking into account existing mitigations.	In FTA's scenario, the severity was identified by looking at historical data from the agency.
<b>Likelihood of consequences</b>	Quantified probability that the potential consequence(s) of the hazard materialize, taking into account existing mitigations. Calendar days, weeks, months, years, or decades are often used as time periods to support assessments of likelihood in safety risk assessment.	
<b>Safety risk index</b>	Tolerability of the potential consequence(s) of the hazard, taking into account existing mitigations. It is the primary parameter for deciding priorities in the allocation of resources.	Combining the likelihood and severity of the potential consequence results in a risk rating.
<b>Further Mitigation action</b>	Additional controls that the agency needs to incorporate to mitigate the potential consequence(s) of the hazard if the safety risk exceeds tolerability criteria.	
<b>Revised safety risk index</b>	Safety risk index that meets the tolerability criteria, following incorporation of additional controls to mitigate the potential consequence(s) of the hazard.	
<b>Revised safety risk index date</b>	The date the revised safety index was determined. This information can be used to evaluate the efficiency of the analysis process and determine if certain hazards are more challenging to analyze than others.	
<b>Department responsible for mitigation</b>	Agency department (or other subdivision) tasked with the implementation of the additional controls to mitigate the potential consequence(s) of the hazard.	
<b>Estimated implementation date</b>	The date the mitigation(s) are expected to be implemented. This information is used to track the completion of mitigations and identify any potential resources or other concerns.	
<b>Contact person</b>	Primary point of contact within the department responsible for mitigation with other departments involved in safety risk management.	
<b>Consequence</b>	Effect of the hazard in the delivery of transit services and/or supporting activities, carried over from safety risk management section.	
<b>Safety performance indicator (SPI)</b>	Parameter selected to monitor and measure the effectiveness of the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	

<b>Safety performance indicator (SPI) value</b>	Quantification of the parameter selected to monitor and measure the effectiveness of the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	
<b>Safety performance target</b>	Projected improvement over the SPI value resulting from the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	
<b>Timeframe</b>	Information for evaluating the effectiveness of safety performance monitoring and measurement activities.	
<b>Monitoring means</b>	Resources and activities to monitor and measure the effectiveness of the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	
<b>Department responsible for monitoring mitigation effectiveness</b>	Agency function primarily tasked with monitoring and measuring the effectiveness of the additional controls incorporated to mitigate the potential consequence(s) of the hazard.	





# Safety Risk Assessment Matrix

## Severity Categories

Description	Severity Category	Criteria
<b>Catastrophic</b>	<b>1</b>	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> <li>Death</li> <li>Multiple serious injuries requiring hospitalization</li> <li>Irreversible environmental impact</li> <li>Monetary loss equal to or exceeding \$1,000,000</li> </ul>
<b>Critical</b>	<b>2</b>	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> <li>Serious injury requiring hospitalization</li> <li>Reversible significant environmental impact</li> <li>Monetary loss equal to or exceeding \$250,000 but less than \$1,000,000</li> </ul>
<b>Marginal</b>	<b>3</b>	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> <li>Injury requiring medical treatment beyond first aid that may result in one (1) or more lost work day(s)</li> <li>Reversible moderate environmental impact</li> <li>Monetary loss equal to or exceeding \$10,000 but less than \$250,000</li> </ul>
<b>Negligible</b>	<b>4</b>	<p>Could result in one or more of the following:</p> <ul style="list-style-type: none"> <li>Injury requiring first aid</li> <li>Minimal environmental impact</li> <li>Monetary loss less than \$10,000</li> </ul>

# Safety Risk Assessment Matrix

Likelihood Levels			
Description	Level	Individual item	System or Vehicle Fleet
<b>Frequent</b>	<b>A</b>	Likely to occur often in the life of an item.	Continuously experienced. Potential consequence may be experienced more than once in 40,000 vehicle revenue miles (VRM)
<b>Probable</b>	<b>B</b>	Will occur several times in the life of an item.	Will occur frequently. Potential consequence may be experienced once per 40,000 to 480,000 VRM.
<b>Occasional</b>	<b>C</b>	Likely to occur sometime in the life of an item.	Will occur several times. Potential consequence may be experienced once per 480,000 to 4,800,000 VRM.
<b>Remote</b>	<b>D</b>	Unlikely, but possible to occur in the life of an item.	Unlikely but can reasonably be expected to occur. Potential consequence may be experienced once per 4,800,000 to 14,400,000 VRM
<b>Improbable</b>	<b>E</b>	So unlikely, it can be assumed occurrences may not be experienced in the life of an item.	Unlikely to occur, but possible. Potential consequence may be experienced less than once per 14,400,000 VRM.

# Safety Risk Assessment Matrix

Risk Assessment Matrix				
Severity	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
Likelihood				
Frequent - A	HIGH - 1A	HIGH - 2A	HIGH - 3A	MEDIUM - 4A
Probable - B	HIGH - 1B	HIGH - 2B	MEDIUM - 3B	MEDIUM - 4B
Occasional - C	HIGH - 1C	MEDIUM - 2C	MEDIUM - 3C	LOW - 4C
Remote - D	MEDIUM - 1D	MEDIUM - 2D	LOW - 3D	LOW - 4D
Improbable - E	LOW - 1E	LOW - 2E	LOW - 3E	LOW - 4E





**APPENDIX F**

**Valley Transit  
PRIORITIZED SAFETY RISK LOG**

This form is used to organize identified safety risks facing **Valley Transit**. The log should be updated frequently to demonstrate continual progress towards risk reduction through mitigation strategies. A timeline is used to highlight projected completion dates.

<b>Completed by: Traci Robinson</b>	<b>Last Updated: 11/01/2023</b>
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<b>Priority</b>	<b>Risk Description</b>	<b>Planned Mitigation Strategies</b>	<b>Outcomes of Planned Mitigation Strategies</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Status</b>
1	Non-compliance with agency maintenance protocol	<ul style="list-style-type: none"> <li>• Introduce compliance monitoring</li> <li>• Effective supervision including work compliance assessment</li> <li>• Competency assessments</li> <li>• Maintenance policy to reinforce need for compliance</li> </ul>	•	<ul style="list-style-type: none"> <li>• Safety Assurance</li> <li>• Line Manger</li> <li>• Maintenance Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Begin January 2020</li> <li>• Complete August 2020</li> </ul>	Open
2		•	•	•	•	
3		•	•	•	•	
4		•	•	•	•	
5		•	•	•	•	
6		•	•	•	•	
7		•	•	•	•	
8		•	•	•	•	
9		•	•	•	•	
10		•	•	•	•	

## APPENDIX G

# Valley Transit SAFETY PERFORMANCE MATRIX

This form allows Valley Transit to organize, monitor, and evaluate identified safety goals and objectives/outcomes.

**Examples in this table should be adjusted depending on agency size and scale of operations. Not all examples will apply. Similarly, metrics should be adjusted depending on preference and/or scale of operations.**

<b>Completed by: Traci Robinson</b>	<b>Last Updated: 11/01/2023</b>
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<b>GOAL 1: SMS TO REDUCE CASUALTIES/OCCURRENCES</b>			
Valley Transit will utilize a safety management systems framework to identify safety hazards, mitigate risk and reduce casualties and occurrences resulting from transit operations.			
OBJECTIVE/OUTCOME	METRICS	BASELINES	TARGETS
Reduce the number of reportable fatalities	Total number of reportable fatalities	Identify	Establish reasonable measure using past and present performance data and trends
	Rate of reportable fatalities per total vehicle revenue miles	Identify	Establish reasonable measure using past and present performance data and trends
Reduce the number of reportable injuries	Total number of reportable injuries	Identify	Establish reasonable measure using past and present performance data and trends
	Rate of reportable injuries per total vehicle revenue miles		Establish reasonable measure using past and present performance data and trends
Reduce the number of reportable safety events	Total number of reportable safety events	Identify	Establish reasonable measure using past and present performance data and trends
	Rate of reportable safety events per total vehicle revenue miles		Establish reasonable measure using past and present performance data and trends
Reduce mean distance between major mechanical failures	Average distance between major mechanical failures	Identify	Establish reasonable measure using past and present performance data and trends
Increase assessment and analysis of existing personnel, equipment and procedures to identify and mitigate any potential safety hazards	Number of safety audits, inspections, or assessments completed per specified period of time	Identify	Establish reasonable measure using past and present performance data and trends
Develop a corrective action plan and mitigation strategies to address identified hazards	Percent of corrective action strategies completed per specified period of time	Identify	Establish reasonable measure using past and present performance data and trends
<b>GOAL 2: CULTURE</b>			
Valley Transit will foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.			
OBJECTIVE/OUTCOME	METRICS	BASELINES	TARGETS
Establish a dedicated staff person as the Transit Agency Safety Officer to manage the agency's transit safety program	<i>Number of years of transit safety experience</i>	Identify	Establish reasonable measure using past and present performance data and trends
Establish regular transit safety meetings comprised of staff at varying levels, including	<i>Number of meetings per specified period of time or number of meetings per incidents/occurrences</i>	Identify	Establish reasonable measure using past and present performance data and trends

executives, officers, managers, operators and maintenance personnel			
Develop and promote a Non-Punitive Reporting Policy	<i>Percent of staff receiving Non-Punitive Reporting Policy</i>	Identify	Establish reasonable measure using past and present performance data and trends
Increase the reporting of near miss occurrences and incidents that would otherwise go unreported	<i>Number of near miss occurrences/incidents reported per specified passenger-miles traveled or per specified period of time</i>	Identify	Establish reasonable measure using past and present performance data and trends
Increase employee safety training opportunities and attendance	<i>Number of employee safety training hours completed per specified period of time</i>	Identify	Establish reasonable measure using past and present performance data and trends
Increase safety material distributed amongst employees and the general public	<i>Number of manuals, brochures, posters or campaigns distributed per specified period of time</i>	Identify	Establish reasonable measure using past and present performance data and trends

**GOAL 3: SYSTEMS/EQUIPMENT:**

Valley Transit will provide a safe and efficient transit operation by ensuring that all vehicles, equipment and facilities are regularly inspected, maintained and serviced as needed.

<b>OBJECTIVE/OUTCOME</b>	<b>METRICS</b>	<b>BASELINES</b>	<b>TARGETS</b>
Reduce the number of vehicle/equipment/facility maintenance issues reported	<i>Number of vehicle/equipment/facility maintenance issues reported per specified period of time</i>	Identify	Establish reasonable measure using past and present performance data and trends
Increase scheduled preventative maintenance	<i>Number of preventative maintenance inspections completed per specified period of time or specified vehicle mileage</i>	Identify	Establish reasonable measure using past and present performance data and trends

## APPENDIX H

# Valley Transit SAFETY PERFORMANCE OUTLINE

This form allows **Valley Transit** to organize, monitor, and evaluate identified safety goals and objectives/outcomes.

**Examples in this outline should be adjusted depending on the Transit Agency size and scale of operations. Not all examples will apply. Similarly, metrics should be adjusted depending on preference and/or scale of operations.**

**Completed by: Traci Robinson**

**Last Updated: 11/01/2023**

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### **GOAL 1: SMS TO REDUCE CASUALTIES/OCCURRENCES**

**Valley Transit will utilize a safety management systems framework to identify safety hazards, mitigate risk and reduce casualties and occurrences resulting from transit operations.**

1. Objective/Outcome:  
Reduce the number of transit related fatalities
  - a. *Metric: Number of fatalities per specified passenger miles traveled*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and trends*
  
2. Objective/Outcome:  
Reduce the number of transit related injuries
  - a. *Metric: Number of injuries per specified passenger miles traveled*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and trends*
  
3. Objective/Outcome:  
Increase assessment and analysis of existing personnel, equipment and procedures to identify and mitigate any potential safety hazards
  - a. *Metric: Number of safety audits, inspections, or assessments completed per specified period of time*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and needs*
  
4. Objective/Outcome  
Develop a corrective action plan and mitigation strategies to address identified hazards
  - a. *Metric: Percent of corrective action strategies complete per specified period of time*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and needs*

### **GOAL 2: CULTURE**

**Valley Transit will foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.**

1. Objective/Outcome:  
Establish a dedicated staff person as the Transit Agency Safety Officer to manage the agency's transit safety program
  - a. *Metric: Number of years of transit safety experience*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish reasonable measure using past and present performance data and trends*
  
2. Objective/Outcome:  
Establish regular transit safety meetings comprised of staff at varying levels, including executives, officers, managers, operators and maintenance personnel
  - a. *Metric: Number of meetings per specified period of time or number of meetings per incidents/occurrences*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish reasonable measure using past and present performance data and trends*
  
3. Objective/Outcome:  
Develop and promote a Non-Punitive Reporting Policy
  - a. *Metric: Percent of staff receiving Non-Punitive Reporting Policy*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish reasonable measure using past and present performance data and trends*
  
4. Objective/Outcome:  
Increase the reporting of near miss occurrences and incidents that would otherwise go unreported
  - a. *Metric: Number of near miss occurrences/incidents reported per specified passenger-miles traveled or per specified period of time*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and trends*
  
5. Objective/Outcome:  
Increase employee safety training opportunities and attendance
  - a. *Metric: Number of employee safety training hours completed per specified period of time*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and trends*
  
6. Objective/Outcome:  
Increase safety material distributed amongst employees and the general public
  - a. *Metric: Number of manuals, newsletters, brochures, posters or campaigns distributed per specified period of time*
  - b. *Baseline: Identify a baseline*
  - c. *Target: Establish a reasonable measure using past and present performance data and trends*

### **GOAL 3: SYSTEMS/EQUIPMENT:**

**Valley Transit will provide a safe and efficient transit operation by ensuring that all vehicles, equipment and facilities are regularly inspected, maintained and serviced as needed.**

1. Objective/Outcome:  
Reduce the number of vehicle/equipment/facility maintenance issues reported

- a. *Metric: number of vehicle/equipment/facility maintenance issues reported per specified period of time*
- b. *Baseline: Identify a baseline*
- c. *Target: Establish a reasonable measure using past and present performance data and trends*

2. Objective/Outcome:

Increase scheduled preventative maintenance

- a. *Metric: Number of preventative maintenance inspections completed per specified period of time or specified vehicle mileage*
- b. *Baseline: Identify a baseline*
- c. *Target: Establish a reasonable measure using past and present performance data and trends*

# VALLEY TRANSIT

PTASP Targets 2024

Annual Safety Performance Targets based on the safety performance measures established under the National Public Transportation Safety Plan.							
Mode of Service	Fatalities (Total)	Fatalities (per 100k VRM)	Injuries (Total)	Injuries (per 100k VRM)	Safety Events (Total)	Safety Events (per 100k VRM)	System Reliability (VRM / failures)
Fixed Route	0	0	5	0.2	7	0.28	9,240
ADA / Paratransit	0	0	1	0.1	1	0.1	68,456



Safety Risk Assessment Matrix		
Severity Categories		
Description	Severity Category	Criteria
Catastrophic	1	Could result in one or more of the following: Death Multiple serious injuries requiring hospitalization Irreversible environmental impact Monetary loss equal to or >\$1 Million
Critical	2	Could result in one or more of the following: Serious injury requiring hospitalization Reversible significant environmental impact Monetary loss equal to or >\$250,000 but <\$1 Million
Marginal	3	Could result in one or more of the following: Injury requiring medical treatment beyond first aid that may result in one (1) or more lost workday(s) Reversible moderate environmental impact Monetary loss equal to or >\$10,000 but <\$250,000
Negligible	4	Could result in one or more of the following: Injury requiring first aid Minimal environmental impact Monetary loss <\$10,000

Safety Risk Assessment Matrix			
Likelihood Levels			
Description	Level	Individual Item	System or Vehicle Fleet
Frequent	A	Likely to occur often in the life of an item	Continuously experienced. Potential consequence may be experienced more than once in 40,000
Probable	B		
Occasional	C		
Remote	D		
Improbable	E		

# Safety Inspection

Date: \_\_\_\_\_ Walk through By: \_\_\_\_\_

## CORRECTIVE ACTION RECOMMENDATIONS

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<i><b>Safety Issue</b></i>	<i><b>OK</b></i>	<i><b>Needs Attention</b></i>	<i><b>NA</b></i>
<i><b><u>Housekeeping</u></b></i>			
1. Walking Surfaces	___	___	___
2. Stairs	___	___	___
3. Aisles, Doors, Windows	___	___	___
4. Material And Equipment Storage	___	___	___
5. Means of Egress Clear	___	___	___
<i><b><u>Fire Protection</u></b></i>			
1. Extinguishers (monthly/annual checks)	___	___	___
2. Sprinkler Riser (monthly/annual checks)	___	___	___
3. Flammable Material Storage (see specific section)	___	___	___
4. Emergency Evacuation Plan/Maps	___	___	___
5. Hot Work Permits When Needed	___	___	___
6. Electrical in Conduit and Insulation/Grounding Sound	___	___	___

***Personal Protective Equipment***

1. Hazard Assessment Done	_____	_____	_____
2. Necessary Equipment Used	_____	_____	_____
-Gloves	_____	_____	_____
-Eyewear	_____	_____	_____
-Footwear	_____	_____	_____
-Respiratory Protection	_____	_____	_____
-Hearing Protection	_____	_____	_____
-Work Clothing	_____	_____	_____

***Power Hand Tools***

1. Electrical Ground/Insulation	_____	_____	_____
2. Guards in Place	_____	_____	_____
3. "Deadman" Switches Functional	_____	_____	_____
4. Fittings/Connections Sound	_____	_____	_____
5. Ground Assurance Program	_____	_____	_____
6. Proper Storage and Use	_____	_____	_____
7. Interlocks Functional	_____	_____	_____

***Machinery***

1. Transmission Guarding	_____	_____	_____
2. Tool Rest/Tongue Guards	_____	_____	_____
3. Electrical in Conduit and Insulation/Grounding Sound	_____	_____	_____
4. Point Of Operation Guards	_____	_____	_____
5. Proper Emergency Stops	_____	_____	_____
6. Hot Surfaces Guarding	_____	_____	_____
7. Hydraulic Hoses/Connections	_____	_____	_____
8. Lock-out Capable At Machine/Labeled	_____	_____	_____
9. Splash/Chip Guards	_____	_____	_____
10. Bit/Die/Tooling Condition	_____	_____	_____
11. Adequate Employee Training	_____	_____	_____
12. Safety Interlocks/Limit Switches	_____	_____	_____
13. Magnetic Start Switches	_____	_____	_____
14. Secure Mounting/Foundation	_____	_____	_____
15. Safeguarding Systems (e.g., two hand controls)	_____	_____	_____
11. Brakes/Clutches	_____	_____	_____
12. Preventive Maintenance	_____	_____	_____

***Electrical***

1. Wiring Condition	_____	_____	_____
2. Insulation/Grounding Sound	_____	_____	_____
3. Ground Assurance Followed	_____	_____	_____
4. Electrical in Conduit/Covers in Place	_____	_____	_____
5. Panels/ Breakers Labeled	_____	_____	_____
6. Panel Clearance	_____	_____	_____
7. Lock-out Capability	_____	_____	_____
8. No Overuse of Circuits	_____	_____	_____

**Chemical Handling**

1. MSDS's Available	_____	_____	_____
2. Labels on Piping, Primary and Secondary Containers	_____	_____	_____
3. Proper Protective Equipment Use	_____	_____	_____
4. Users Trained	_____	_____	_____
5. Proper Ventilation	_____	_____	_____
6. Proper Storage and Housekeeping	_____	_____	_____
7. Labels on Cabinets	_____	_____	_____
8. Flammables			
-Grounding/Bonding	_____	_____	_____
-No Smoking Signs	_____	_____	_____
-Proper Storage (e.g., Cabinets)	_____	_____	_____
-Safety Cans For Waste Materials	_____	_____	_____

**Life Safety**

1. Emergency Lighting/Back-up Power	_____	_____	_____
2. Exits Identified/Lighted Signs	_____	_____	_____
3. Emergency Evacuation Maps and Training	_____	_____	_____
4. Means of Egress Clear/Adequate Numbers	_____	_____	_____
5. Alarms Functional	_____	_____	_____
6. First Aid/CPR Trained People Available	_____	_____	_____
7. Emergency Action Plan in Place	_____	_____	_____

**Ladders/Fall Protection**

1. Ladders			
-Design/Condition	_____	_____	_____
-Use/Training	_____	_____	_____
2. Guardrails/ Midrails/ Toeboards on Work Platforms	_____	_____	_____
3. Fall Arrest/Restraint in Use Over 6'	_____	_____	_____
4. "Man-lift"			
-Waist Belts in Use	_____	_____	_____
-Use/Training	_____	_____	_____

**Ergonomics**

1. Proper Workstation Design	_____	_____	_____
2. Excessive Weights/Lifting	_____	_____	_____
3. Excessive Reaches	_____	_____	_____
4. Excessive Repetition	_____	_____	_____
5. Excessive Twisting	_____	_____	_____
6. Material Handling Equipment Used (Scissor Lifts, Conveyors, Adjustable Height Work Surfaces)	_____	_____	_____