

## Safety Goal Implementation Program

SAFE-015

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**I. PURPOSE**

The purpose of this Corporate Policy and Procedure (Policy) is to develop strategies to identify and mitigate workplace hazards, establish a method for identifying and measuring departmental safety goals, and create departmental Safety Goal Implementation Plans, all in support of the Long Island Rail Road (LIRR) corporate commitment to, and accountability for, employee and customer safety.

**II. SCOPE**

This Policy applies to all departments corporate-wide.

**III. ESSENTIAL FUNCTIONS****A. Department Heads / Designee**

1. Provide support for this Policy;
2. On an annual basis, conduct Safety Goal meetings to develop employee (and, if applicable, customer) safety goals with an implementation strategy directed at mitigating workplace hazards and enhancing the overall safety environment of each department;
3. **By December 1<sup>st</sup>**, complete and submit the annual Safety Goal Implementation Plan (Plan) (**Attachment A**) to the Corporate Safety Department (Safety);
4. Develop and oversee an implementation strategy for achieving the Plan's established safety goals;
5. On a **biannual basis**, report to Safety on the status and results of implementing the department's Plan; and
6. Facilitate and apply recommendations from the Plan evaluation process as per Section IV., C below.

**B. Managers/Supervisors**

1. Communicate and review the department's Plan goals to/with employees;
2. Ensure the implementation of the departmental Plan within their area of responsibility.

**C. Employees**

1. Provide input for the development of the departmental Plan;
2. Remain aware of the departmental safety goals; and
3. Adhere to the elements of the departmental Plan.

**D. Corporate Safety (Safety)**

1. Review and approve annual departmental Plans;
2. Review biannual departmental Plan status reports;
3. Perform compliance evaluations to measure departments' conformance with this Policy and effectiveness of the elements of each department's Plan;

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4. Provide recommendations to address departmental Plan deficiencies and/or non-compliance;
5. Provide support and guidance to all departments, as needed;
6. Monitor industry best practices relating to corporate safety goals and update the Plan's actions, as needed.

**IV. PROCEDURES****A. Safety Goal Implementation Plan (Plan)**

1. On an annual basis, Department Heads, or their designees, shall meet with all relevant department personnel (e.g., managers, supervisors, and employees) to:
  - a. Identify departmental safety goals to be addressed and achieved during the next calendar year;
  - b. Design an implementation strategy to achieve the identified departmental safety goals;
  - c. Identify safety performance deficiencies from the previous year and make appropriate adjustments to the current Plan.
2. Safety goals established by each department must:
  - a. Specify a desired result over a specific time period that will provide a measurable effect when accomplished;
  - b. Be practical and achievable;
  - c. Be within the department's direct control;
  - d. Be supported by the Department Head and Supervisors.
3. Once the department identifies its safety goals, the Department Head/Designee completes the Plan and submits it to Safety for review and concurrence by December 1<sup>st</sup>.

Actions listed in the Plan should be considered by every department. However, not all actions may be applicable to all departments. Accordingly, the departmental Plan may be customized given the nature of a particular department (e.g., operating vs. administrative).

*If a department determines that a particular action is not applicable to its operations, the department should enter "N/A" in the Implementation column of the Plan. The department should not delete any actions from the Plan.*

4. The department should add actions to the Plan which address any safety goal that is applicable to its operations. Actions may be added at the end of each respective Objective and numbered sequentially.
5. If a department consists of multiple and diverse areas (e.g., Procurement & Logistics: Administrative, Stores, etc.), it may create separate Plans for each such area.
6. Actions/Implementations in departmental Plans that discourage reporting of, or impose disciplinary actions for reporting employee injuries/illnesses/incidents/accidents are strictly prohibited.

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7. Safety will review and concur with departmental Plans, recommending revisions, as appropriate.

**B. Reporting**

1. On a schedule to be decided upon by each Department Head/Designee, he/she will meet with the managers of their department to discuss the implementation status and effectiveness of the department's Plan.
2. Any deficiencies with the elements of the Plan and/or the department's compliance with the Plan may be addressed by modifying the Plan after review with Safety.
3. Biannually, the Department Head/Designee must report on the status and results of implementing the departmental Plan, as well as modifications to the Plan, by updating the Status column on the Plan form and re-submitting the Plan to Safety.

**C. Evaluating Compliance**

1. Biannually, Safety will review and perform compliance evaluations to measure conformance with this Policy and effectiveness of selected elements of each department's Plan;
2. Safety will provide corrective recommendations, as needed, to address deficiencies and/or non-compliance;
3. The Department Head/Designee will ensure recommendations from Safety are reviewed and incorporated, as needed, into the department's Plan.

**V. FORMS AND ATTACHMENTS**

Attachment A - Safety Goal Implementation Plan (template)

**VI. EFFECTIVE DATE**

- September 2012 – New
- October 2013 – Changed Safety's compliance evaluation to biannually
- November 2015 – Updated Corporate Safety's department's name; changed department's reporting and Safety's evaluation frequency requirements.

# Safety Goal Implementation Plan (Plan)

**Department: Transportation Services**

**Goals for the Year: 2016**

## Departmental Safety Performance

General Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)	High Rate Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)
Total Employee Injuries	<b>120</b>	<b>5%</b>	Slips/Trips/Falls	<b>30</b>	<b>5%</b>
Reportable Employee Injuries	<b>84</b>	<b>5%</b>	Material Handling	<b>N/A</b>	<b>N/A</b>
Lost Time Employee Injuries	<b>N/A</b>	<b>N/A</b>	Motor Vehicle Accidents	<b>N/A</b>	<b>N/A</b>
Other: _____			Other: _____		

*Objective 1: Corporate Safety Communications*

Element	Action	Due Date	Assigned to	Implementation	Status
1.1	Ensure employees are familiar with LIRR Safety Policy and the departmental Safety Goal Implementation Program. Emphasize that each employee is responsible for workplace safety.	First week in January	Department Heads/ Managers/Supervisors	Group Safety Sessions and individual Safety Talks.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.2	Prepare and distribute/post safety bulletins that advise employees of trends resulting from audits/ inspections and incident reports.	Monthly	Managers/Supervisors	Departmental newsletter and bulletin boards will display incident trends and new/revised safety policies/ procedures. Intranet site updated.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.3	Communicate safety information relevant to the shift's job assignment(s) to employees via bulletins and job safety briefings when they report for duty. Focus on specific hazards associated with the tasks being performed.	Daily	Managers/Supervisors	Safety Notices and alerts posted at all reporting facilities.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.4	Monitor for trends of major or multiple incidents or accidents and initiate immediate hazard mitigations. Ensure all employees are informed of these incidents and implement the hazard mitigations.	Monthly	N. Valdemira	Tracking Safety issued on monthly basis.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.5	Post and update Employee Accident Information Signage.	Daily	Location Designee	Quarterly assessment of each facility for items posted.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.1	Audit work tasks. Identify and record unsafe acts and the implementation of hazard mitigation(s). Acknowledge positive/safe behavior/practices. ☎	Daily	Managers/Supervisors	SAFER Observations	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.2	Inspect work locations prior to conducting job briefings to address all safety concerns and initiate hazard mitigations. Develop a pre-job inspection checklist that must include verification that all required equipment (including appropriate PPE) is present and in good repair. ☎	Daily	Managers/Supervisors	Group Safety Walks/Facility Audits	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.3	Carry out periodic workplace safety inspections during work to identify unsafe conditions (i.e. illumination, noise suppression, equipment, etc.) and initiate hazard mitigations. ☎	Daily	Managers/Supervisors	Group Safety Walks/Facility Audits	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

☎ Contact the Corporate Safety Department if new respiratory or noise hazards are identified that may require PPE.

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.4	Enforce the use of required/appropriate Personal Protective Equipment while performing audits/inspections.	Daily	Managers/Supervisors	SAFER Observations	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.5	Identify deficiency/incident trends that result from audits/inspections. Ensure that hazard mitigations are implemented.	June and December	N. Valdemira	Incident statistics and accident reports are analyzed for root cause and corrections are made and documented. Trends are monitored for so that additional corrections can be made to eliminate a recurrence. This is discussed at monthly safety meetings.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.6	Track the status of the implementation of recommendations and report the status to the Corporate Safety Department.	Monthly	N.Valdemira	Recommendations are entered into a database as well as their respective implementation. This is discussed at monthly safety meetings.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.7	Senior manager conducts an unannounced audit in each shop/facility/office to observe compliance with the safety program requirements.	Quarterly	N/A	Visit Terminals/Facilities.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

**Safety Goal Implementation Program**

**Attachment A**

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2.8	Conduct audits, including safety walks, in each shop/facility/office to observe compliance with the safety program requirements.	Monthly	Managers/Supervisors or designee	Monthly safety walks are scheduled in different areas with a representative from labor, management and safety. All safety deficiencies are noted and tracked to correction	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
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*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.9	Ensure that all fire and life safety components remain clear of obstructions and accessible at <b>all</b> times (i.e., fire lanes, stand pipe connections, sprinkler valves, fire extinguishers, etc.)	Daily	Managers/Supervisors	Daily inspections ensure immediate corrections are made. Inspections are kept on a matrix in which the LTM-Safety Audits.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.10	Establish an inspection and maintenance regimen which ensures that emergency alarm boxes, emergency telephones, AEDs, first aid kits, fire extinguishers, lighting, etc. are maintained in a state of good repair and are operable.	Monthly	Terminal Managers	Quarterly group safety walks of each yard/facility. Inspections are kept on a matrix in which the LTM-Safety Audits	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.11	Establish an inspection and maintenance regimen which ensures that minimum egress clearance and emergency lighting is maintained along with good general housekeeping throughout the facility.	Daily	N/A	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.12	Ensure that all operations that may involve exposure hazards such as Asbestos Containing Materials (ACM), Lead Based Paint (LBP), biological contaminants and Polychlorinated Biphenyl's (PCBs) on LIRR property are handled according to the Hazard Abatement Policy	As per SAFE 002 Policy	N/A	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.13	Any operations with the potential to impact the environment shall conform to the requirements of the Corporate Environmental Management Policy. Any spills of petroleum will be handled according to the Petroleum Spill Response Plan.	As per SAFE 003 Policy	N/A	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

Element	Action	Due Date	Assigned to	Implementation	Status
3.1	Investigate all employee injuries. Make initial report on AR-1 within 24 hours of notification and AR-20/21, and AR-30 (if applicable) within 7-days as per policy. Supervision must complete the On The Job Injury Report, identify root causes and ensure hazard mitigations are implemented.	As per SAFE 005 Policy	Managers/Supervisors	Managers have been trained to enter AR1/AR20 information into mainframe. LTM-Safety to review all AR-20/21/1 and 30's completed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.2	Management must review accident reports to verify completeness and accuracy of the information on the form.	Prior to submission	Senior Management	Senior management rigorously reviews all accident reports for completeness and accuracy before signing off on the form. All incidents are discussed at safety meetings aimed at eliminating recurrence.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

3.3	Compile and evaluate employee incident/accident statistics. Identify trends and address them through the implementation of recommended hazard mitigations. Address events that involve the same employee, same task, or same location experiencing multiple accidents.	June and December	N. Valdemira	Each injury is evaluated and employees are checked for patterns or trends. Injuries are tracked on multiple matrices allowing LTM-Safety to see if a certain task, location or employee spikes. This would then put the safety emergency action plan in effect.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
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*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

Element	Action	Due Date	Assigned to	Implementation	Status
3.4	Investigate all motor vehicle accidents. Identify causes and address them through the implementation of hazard mitigations. Address employees experiencing multiple incidents and ensure remedial training is completed.	As per the Vehicle Operation Safety Program	N/A	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.5	Identify and document when post incident Drug & Alcohol testing is warranted.	As per the requirements of MED-005	All Managers	Rucurrent training as required in "Identifying Troubled Employee" class.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.6	Senior Management reviews all employee injuries to discuss root cause(s) and the hazard mitigation(s) implemented or that are under consideration.	Weekly	Senior Management and designees	Monthly discussion of injuries and trending at CTO Safety Staff meeting.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.1	Ensure that all employees receive all prescribed safety training.	Within the prescribed schedule	Managers/Supervisors	Recurrent Safety and PTEP training as required during all requalification periods.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.2	Ensure that all employees receive all prescribed operational training.	Within the prescribed schedule	Transportation Training/Rules	Recurrent Safety and PTEP training as required during all requalification periods	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.3	Ensure that all employees receive prescribed environmental training.	Within the prescribed schedule	Managers/Supervisors	Recurrent Safety and PTEP training as required during all requalification periods	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.4	Ensure that all covered management employees complete all prescribed classes within the Management Education curriculum.	Within the prescribed schedule	Superintendents and Lead Managers	Each area will ensure that managers in each area complete classes as required	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.5	Ensure that all employees receive all prescribed refresher training at the proper interval.	Within the prescribed schedule	Rules/Air Brake	Employees attend periodic requalification tests and classes.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.6	Ensure that all prescribed employee training remains relevant and up to date with the responsibilities of the respective position.	Annual	Safety and Training	Employees are re-taught in periodic block training classes as well as new hires being given a safety presentation at graduation	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.7	Develop a training matrix that indicates the required training for all tasks within the department and ensure that it is current.	Annual	Transportation Training/R	Develop all training programs and revise as rules/procedures change.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.8	Evaluate the need for new training or enhancements to existing training driven by incident/accident trends.	Annual	Safety and Training	If new or changed job tasks occur or if it is found that training should be enhanced for a particular task, that Transportation management and/or Rules department notify/work with Training to accomplish this.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 5: Develop and Maintain Departmental Safety Rules and Conduct Regular Safety Meetings*

Element	Action	Due Date	Assigned to	Implementation	Status
5.1	Develop and maintain departmental safety rules, policies and procedures. Provide to Corporate Safety Department for reference.	Annual	Department Heads and Designee	An annual review will identify the need for changes and/or additional rules/policies/procedures.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.2	Conduct regular departmental safety meetings. Provide minutes and a status report tracking recommendations/issues and hazard mitigations to the Corporate Safety Department.	Monthly	Department Heads and Designee	Transportation Services Safety Committee and LTM Safety Committee monthly meetings.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.3	Review safety performance, accident trends, and incidents at meetings. Track hazard mitigation implementation progress and effectiveness. Provide status of hazard mitigations to Corporate Safety Department.	Monthly	N. Valdemira	Tracking Safety Matrix completed on monthly basis. Accidents and trends recorded on monthly matrix at CTO monthly staff meetings.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.4	Identify and document when medical evaluations are required.	Daily	Managers/Supervisors/ Medical	Instruct Injured employees follow SAFE-005 P&P.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>





Objective 6: Monitor Employee Safety Performance

Element	Action	Due Date	Assigned to	Implementation	Status
6.1	Include compliance with safety rules in employee appraisals, including safety improvement efforts and the performance of direct reports.	Annual	Managers	Safety goals are listed and evaluated in the employee's established goals and evaluated during yearly performance evaluation.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
6.2	Update the Safety Goal Implementation Program to reflect departmental safety performance.	Quarterly	N. Valdemira	Quarterly departmental safety plan created and implemented.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
6.3	Acknowledge positive, desirable behaviors, safe practices and trends when observed.	Daily	All Employees	Outstanding employees are recommended for Safety Incentive Awards. Best practices are documented and shared. Employee suggestions are evaluated and implemented; the originator is recognized via an awards ceremony.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

# Safety Goal Implementation Plan (Plan)

## Department: Transportation

### Goals for the Year: 2017

#### Departmental Safety Performance

General Category	Projected Yearly # of	% Reduction (vs. last yr.)	High Rate Category	Projected Yearly # of	% Reduction (vs. last yr.)
Total Employee Injuries	<b>114</b>	<b>5%</b>	Slips/Trips/Falls	<b>16</b>	<b>5%</b>
Reportable Employee Injuries	<b>89</b>	<b>5%</b>	Material Handling	<b>N/A</b>	<b>N/A</b>
Lost Time Employee Injuries	<b>N/A</b>	<b>N/A</b>	Motor Vehicle Accidents	<b>N/A</b>	<b>N/A</b>
Other: _____			Other: _____		

**Objective 1: Corporate Safety Communications**

Element	Action	Due Date	Assigned to	Implementation	Status
1.1	Ensure employees are familiar with LIRR Safety Policy and the departmental Safety Goal Implementation Program. Emphasize that each employee is responsible for workplace safety.	First week in January	Department Heads/ Managers/Supervisors	Group Safety Sessions and individual Safety Talks.	Complete In progress
1.2	Prepare and distribute/post safety bulletins that advise employees of trends resulting from audits/ inspections and incident reports.	Monthly	Managers/Supervisors	Departmental newsletter and bulletin boards will display incident trends and new/revised safety policies/ procedures. Intranet site updated.	Complete In progress
1.3	Communicate safety information relevant to the shift's job assignment(s) to employees via bulletins and job safety briefings when they report for duty. Focus on specific hazards associated with the tasks being performed.	Daily	Managers/Supervisors	Safety Notices and alerts posted at all reporting facilities.	Complete In progress

1.4	Monitor for trends of major or multiple incidents or accidents and initiate immediate hazard mitigations. Ensure all employees are informed of these incidents and implement the hazard mitigations.	Monthly	N. Valdemira	Tracking Safety issued on monthly basis.	Complete In progress
1.5	Post and update Employee Accident Information Signage.	Daily	Location Designee	Quarterly assessment of each facility for items posted.	Complete In progress

**Objective 2: Conduct Audits and Inspections**

( Contact the Corporate Safety Department if new respiratory or noise hazards are identified that may require PPE.

Element	Action	Due Date	Assigned to	Implementation	Status
2.1	Audit work tasks. Identify and record unsafe acts and the implementation of hazard mitigation(s). Acknowledge positive/safe behavior/practices. (	Daily	Managers/Supervisors	SAFER Observations	Complete In progress

**LIRR Safety Goal Implementation Program**

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2.2	Inspect work locations prior to conducting job briefings to address all safety concerns and initiate hazard mitigations. (	Daily	Managers/Supervisors	Group Safety Walks/Facility Audits	Complete In progress
2.3	Carry out periodic workplace safety inspections during work to identify unsafe conditions and observe compliance with the safety program requirements	Monthly	LTM-Safety/ Managers/Supervisors	Group Safety Walks/Facility Audits - Monthly safety walks are scheduled in different areas with a representative from labor, management and safety. All safety deficiencies are noted and tracked to correction	Complete In progress
2.4	Enforce the use of required/appropriate Personal Protective Equipment while performing audits/inspections.	Daily	Managers/Supervisors	SAFER Observations	Complete In progress
2.5	Identify deficiency/incident trends that result from audits/ inspections. Ensure that hazard mitigations are implemented.	June and December	N. Valdemira	Incident statistics and accident reports are analyzed for root cause and corrections are made and documented. Trends are monitored for so that additional corrections can be made to eliminate a recurrence. This is discussed at monthly safety meetings.	Complete In progress

**LIRR Safety Goal Implementation Program**

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2.6	Track the status of the implementation of recommendations and report the status to the Corporate Safety Department.	Monthly	N. Valdemira	Recommendations are entered into a database as well as their respective implementation. This is discussed at monthly safety meetings.	Complete In progress
2.7	Ensure that all fire and life safety components remain clear of obstructions and accessible at all times (i.e., fire lanes, stand pipe connections, sprinkler valves, fire extinguishers, etc.)	Monthly	Managers/Supervisors	Monthly inspections ensure immediate corrections are made. Inspections are logged into the new app IT created.	Complete In progress
2.8	Establish an inspection and maintenance regimen which ensures that fire extinguishers, lighting, etc. are maintained in a state of good repair and are operable.	Monthly	Terminal Managers	Quarterly group safety walks of each yard/facility. Inspections are kept on a matrix in which the LTM-Safety Audits	Complete In progress
2.9	Establish an inspection and maintenance regimen which ensures that minimum egress clearance (Towers Only) and emergency lighting is maintained along with good general housekeeping throughout the facility.	Monthly	STM/Supervisors	N/A	Complete In progress

**Objective 3: Conduct Accident Investigations to Prevent Reoccurrences**

Element	Action	Due Date	Assigned to	Implementation	Status
3.1	Investigate all employee injuries. Make initial report on AR-1 within 24 hours of notification and AR-20/21, and AR-30 (if applicable) within 7-days as per policy. Supervision must complete the On The Job Injury Report, identify root causes and ensure hazard mitigations are implemented.	As per SAFE 005 Policy	Managers/Supervisors	Managers have been trained to enter AR1/AR20 information into mainframe. LTM-Safety to review all AR-20/21/1 and 30's completed.	Completeo In progress o
3.2	Management must review accident reports to verify completeness and accuracy of the information on the form.	Prior to submission	LTM-Safety	LTM-Safety rigorously reviews all accident reports for completeness and accuracy before signing off on the form. All incidents are discussed at safety meetings aimed at eliminating recurrence.	Completeo In progress o

3.3	Compile and evaluate employee incident/accident statistics. Identify trends and address them through the implementation of recommended hazard mitigations. Address events that involve the same employee, same task, or same location experiencing multiple accidents.	Daily	N. Valdemira	Each injury is evaluated and employees are checked for patterns or trends. Injuries are tracked on multiple matrices allowing LTM-Safety to see if a certain task, location or employee spikes. This would then put the safety emergency action plan in effect.	Completed In progress
3.4	Identify and document when post incident Drug & Alcohol testing is warranted.	As per the requirements of MED-005	All Managers	Rucurrent training as required in "Identifying Troubled Employee" class.	Completed In progress
3.5	Senior Management reviews all employee injuries to discuss root cause(s) and the hazard mitigation(s) implemented or that are under consideration.	Weekly	Senior Management and designees	Monthly discussion of injuries and trending at CTO Safety Staff meeting.	Completed In progress



**Objective 4: Provide Employee Training**

Element	Action	Due Date	Assigned to	Implementation	Status
4.1	Ensure that all employees receive all prescribed safety training.	Within the prescribed schedule	Managers/Supervisors	Recurrent Safety and PTEP training as required during all requalification periods.	Completed In progress
4.2	Ensure that all employees receive all prescribed operational training.	Within the prescribed schedule	Transportation Training/Rules	Recurrent Safety and PTEP training as required during all requalification periods	Completed In progress
4.3	Ensure that all employees receive prescribed environmental training.	Within the prescribed schedule	Managers/Supervisors	Recurrent Safety and PTEP training as required during all requalification periods	Completed In progress
4.4	Ensure that all covered management employees complete all prescribed classes within the Management Education curriculum.	Within the prescribed schedule	Superintendents and Lead Managers	Each area will ensure that managers in each area complete classes as required	Completed In progress
4.5	Ensure that all employees receive all prescribed refresher training at the proper interval.	Within the prescribed schedule	Rules/Air Brake	Employees attend periodic requalification tests and classes.	Completed In progress

4.6	Ensure that all prescribed employee training remains relevant and up to date with the responsibilities of the respective position.	Annual	Safety and Training	Employees are re-taught in periodic block training classes as well as new hires being given a safety presentation at graduation	Complete In progress
4.7	Review minimum training standards document that indicates the required training for all tasks within the department and ensure that it is current.	Annual	Transportation Training/Rules	Review all training programs and revise as rules/procedures change.	Complete In progress
4.8	Evaluate the need for new training or enhancements to existing training driven by Incident/accident trends.	Annual	Safety and Training	If new or changed job tasks occur or if it is found that training should be enhanced for a particular task, that Transportation management and/or Rules department notify/work with Training to accomplish this.	Complete In progress

**Objective 5: Develop and Maintain Departmental Safety Rules and Conduct Regular Safety Meetings**

Element	Action	Due Date	Assigned to	Implementation	Status
5.1	Review and maintain departmental safety rules, policies and procedures. Provide to Corporate Safety Department for reference.	Annual	LTM-Safety	An annual review will identify the need for changes and/or additional rules/policies/procedures.	Completed In progress
5.2	Conduct regular departmental safety meetings. Provide minutes and a status report tracking recommendations/issues and hazard mitigations to the Corporate Safety Department.	Monthly	Department Heads and Designee	Transportation Services Safety Committee and LTM Safety Committee monthly meetings.	Completed In progress
5.3	Review safety performance, accident trends, and incidents at meetings. Track hazard mitigation implementation progress and effectiveness. Provide status of hazard mitigations to Corporate Safety Department.	Monthly	N. Valdemira	Tracking Safety Matrix completed on monthly basis. Accidents and trends recorded on monthly matrix at CTO monthly staff meetings.	Completed In progress

5.4	Identify & document when medical evaluations are required.	Daily	Managers/Supervisors/ Medical	Instruct Injured employees follow SAFE-005 P&P.	Complete In progress
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**Objective 6: Monitor Employee Safety Performance**

Element	Action	Due Date	Assigned to	Implementation	Status
6.1	Include compliance with safety rules in employee appraisals, including safety improvement efforts and the performance of direct reports.	Annual	Managers	Safety goals are listed and evaluated in the employee's established goals and evaluated during yearly performance evaluation.	Complete In progress
6.2	Update the Safety Goal Implementation Program to reflect departmental safety performance.	Quarterly	N. Valdemira	Quarterly departmental safety plan created and implemented.	Complete In progress
6.3	Acknowledge positive, desirable behaviors, safe practices and trends when observed.	Daily	All Employees	Outstanding employees are recommended for Safety Incentive Awards. Best practices are documented and shared. Employee suggestions are evaluated and implemented; the originator is recognized via an awards ceremony.	Complete In progress

# Safety Goal Implementation Plan (Plan)

*Department: Maintenance of Equipment*

*Goals for the Year: 2016*

## Departmental Safety Performance

General Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)	High Rate Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)
Total Employee Injuries	57	5%	Slips/Trips/Falls	14	5%
Reportable Employee Injuries <small>November 2015</small>	47	5%	Material Handling	12	5%
Lost Time Employee Injuries	47	5%	Motor Vehicle Accidents	0	0

Hard copy is uncontrolled – online version is most current

*Objective 1: Corporate Safety Communications*

Element	Action	Due Date	Assigned to	Implementation	Status
1.1	Ensure employees are familiar with LIRR Safety Policy and the departmental Safety Goal Implementation Program. Emphasize that each employee is responsible for workplace safety.	First week in January	Department Heads/ Managers/Supervisors	Hold Toolbox meeting focusing on the departmental goals and implementation for the year, as well as a spot in the newsletter. Reinforce that the safety policy is available on the intranet and upon request.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
1.2	Prepare and distribute/post safety bulletins that advise employees of trends resulting from audits/inspections and incident reports.	Monthly	Managers/Supervisors	Departmental bulletin boards will display incident trends and new/revised safety policies/procedures. Intranet site updated.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
1.3	Communicate safety information relevant to the shift's job assignment(s) to employees via bulletins and job safety briefings when they report for duty. Focus on specific hazards associated with the tasks being performed.	Daily	Managers/Supervisors	Ensure job briefings will be done on a daily basis.  PEMD uses Maximo to identify safety jobs as tasks on work orders.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
1.4	Monitor for trends of major or multiple incidents or accidents and initiate immediate hazard mitigations. Ensure all employees are informed of these incidents and implement the hazard mitigations.	Monthly	Senior Management or designee	Discussed at CMO Safety Meeting	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

*Objective 1: Corporate Safety Communications*

Element	Action	Due Date	Assigned to	Implementation	Status
1.5	Post and update Employee Accident Information Signage.	Daily	Location Designee	Accident information is posted on boards throughout the property.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.1	Audit work tasks. Identify and record unsafe acts and the implementation of hazard mitigation(s). Acknowledge positive/safe behavior/practices. ☎	Daily	Managers/Supervisors	During the work shift, supervisors observe employees and verbally acknowledge safe behavior which are entered in ECR. Corrective actions are made immediately and discussed later at toolbox meetings.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
2.2	Inspect work locations prior to conducting job briefings to address all safety concerns and initiate hazard mitigations. Develop a pre-job inspection checklist that must include verification that all required equipment (including appropriate PPE) is present and in good repair. ☎	Daily	Managers/Supervisors	All employees inspect work area prior to working and correct hazards or notify supervisor if employee cannot correct hazard.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
2.3	Carry out periodic workplace safety inspections during work to identify unsafe conditions (i.e. illumination, noise suppression, equipment, etc.) and initiate hazard mitigations. ☎	Daily	Managers/Supervisors	Done during our Safety Walks	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

☎ Contact the Corporate Safety Department if new respiratory or noise hazards are identified that may require PPE.



*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.4	Enforce the use of required/appropriate Personal Protective Equipment while performing audits/inspections.	Daily	Managers/Supervisors	All employees are made aware of the required PPE for the tasks assigned at the toolbox meetings. Employees are not permitted to work without the required PPE.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
2.5	Identify deficiency/incident trends that result from audits/inspections. Ensure that hazard mitigations are implemented.	June and December	Departmental Head or Designee	Discussed at CMO Safety Meeting	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
2.6	Track the status of the implementation of recommendations and report the status to the Corporate Safety Department.	Monthly	Departmental Head or Designee	Recommendations are entered into a database as well as their respective implementation. This is discussed at monthly safety meetings.  This is follow-up to #2.8	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
2.7	Senior manager conducts an unannounced audit in each shop/facility/office to observe compliance with the safety program requirements.	Quarterly	Senior Management	All GM's and DGM to conduct quarterly audits	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.8	Conduct audits, including safety walks, in each shop/facility/office to observe compliance with the safety program requirements.	Monthly	Managers/Supervisors or designee	Monthly safety walks are scheduled in different areas with a representative from labor, management and safety. All safety deficiencies are noted and tracked to correction.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
2.9	Ensure that all fire and life safety components remain clear of obstructions and accessible at <b>all</b> times (i.e., fire lanes, stand pipe connections, sprinkler valves, fire extinguishers, etc.)	Daily	Managers/Supervisors	Daily inspections ensure immediate corrections are made.  Work with Stores to ensure pallets are not left blocking fire lanes, stand pipe connections, sprinkler valves, fire extinguishers, etc	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
2.10	Establish an inspection and maintenance regimen which ensures that emergency alarm boxes, emergency telephones, AEDs, first aid kits, fire extinguishers, lighting, etc. are maintained in a state of good repair and are operable.	Monthly	Departmental Head or Designee	This should be broken down to separate elements for various departments.  - M of E Supervision.  - Facilities.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.11	Establish an inspection and maintenance regimen which ensures that minimum egress clearance and emergency lighting is maintained along with good general housekeeping throughout the facility.	Daily	Managers/Supervisors	<p>A daily inspection regimen ensures compliance with this action.</p> <p>Work with Stores to ensure pallets are not left blocking egress.</p> <p>This is with 2.9 and 2.10</p>	<p>Complete <input type="checkbox"/></p> <p>In progress <input checked="" type="checkbox"/></p>
2.12	Ensure that all operations that may involve exposure hazards such as Asbestos Containing Materials (ACM), Lead Based Paint (LBP), biological contaminants and Polychlorinated Biphenyl's (PCBs) on LIRR property are handled according to the Hazard Abatement Policy	As per SAFE 002 Policy	Managers/Supervisors	All employees that may potentially disturb this material are given awareness training. Supervisors inspect the work location for hazardous material before work begins.	<p>Complete <input type="checkbox"/></p> <p>In progress <input checked="" type="checkbox"/></p>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.13	Any operations with the potential to impact the environment shall conform to the requirements of the Corporate Environmental Management Policy. Any spills of petroleum will be handled according to the Petroleum Spill Response Plan.	As per SAFE 003 Policy	Managers/Supervisors	All employees that have the potential to impact the environment are given awareness training. All spills documented are handled according to policy.  Example – Haz-waste training for PEMD Supervisors.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
2.14	Conduct Safety Walks after major work is completed in Shops/Yards	Various	Managers/Supervisors or designee	In addition to scheduled Safety Walks. Safety Walk will include Safety, Engineering, Transportation and MofE.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
2.15	Create a centralized database to record all of our findings during our Safety walks. Ensures a better means to follow up on open items.	Within the prescribed schedule	MofE Safety & Training	All safety walk information is recorded by the MofE Safety & Training Group in a consolidated spreadsheet. Open items are followed up to completion.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.16	Increase the amount of locations we will be performing Safety walks during the course of the year	Annual	Managers/Supervisors	Schedule with Corporate Safety, local supervision and labor organizations.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.1	Investigate all employee injuries. Make initial report on AR-1 within 24 hours of notification and AR-20/21, and AR-30 (if applicable) within 7-days as per policy. Supervision must complete the On The Job Injury Report, identify root causes and ensure hazard mitigations are implemented.	As per SAFE 005 Policy	Managers/Supervisors	This Is done per policy	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
3.2	Management must review accident reports to verify completeness and accuracy of the information on the form.	Prior to submission	Senior Management	Senior management reviews all accident reports for completeness and accuracy before signing off on the form. All incidents are discussed at safety meetings	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
3.3	Compile and evaluate employee incident/accident statistics. Identify trends and address them through the implementation of recommended hazard mitigations. Address events that involve the same employee, same task, or same location experiencing multiple accidents.	June and December	Corporate Safety Department	Monthly at CMO Safety Meeting	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.4	Investigate all motor vehicle accidents. Identify causes and address them through the implementation of hazard mitigations. Address employees experiencing multiple incidents and ensure remedial training is completed.	As per the Vehicle Operation Safety Program	Managers/Supervisors	This is done per policy	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
3.5	Identify and document when post incident Drug & Alcohol testing is warranted.	As per the requirements of MED-005	Managers/Supervisors And Medical	This is done per policy	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
3.6	Senior Management reviews all employee injuries to discuss root cause(s) and the hazard mitigation(s) implemented or that are under consideration.	Weekly	Senior Management and designees	Weekly at President's Ops Mtg Monthly at CMO Safety Meeting.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.1	Ensure that all employees receive all prescribed safety training.	Within the prescribed schedule	Managers/Supervisors	Required safety training is tracked in CTAMs and scheduled by MofE	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
4.2	Ensure that all employees receive all prescribed operational training.	Within the prescribed schedule	Managers/Supervisors	Required safety training is tracked in CTAMs/OJT database and scheduled by MofE.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
4.3	Ensure that all employees receive prescribed environmental training.	Within the prescribed schedule	Managers/Supervisors	Required safety training is tracked in CTAMs and scheduled by MofE.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
4.4	Ensure that all covered management employees complete all prescribed classes within the Management Education curriculum.	Within the prescribed schedule	Senior Management and designees	A training matrix has been developed for all employees and a training liaison enforces the requirements.  Tracked by Corporate Training and Development	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
4.5	Ensure that all employees receive all prescribed refresher training at the proper interval.	Within the prescribed schedule	Managers/Supervisors	Required refresher training is tracked in CTAMs and scheduled by MofE.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
4.6	Ensure that all prescribed employee training remains relevant and up to date with the responsibilities of the respective position.	Annual	Employee Training & Corporate Development	M of E to work with Training to ensure employee training remains relevant and up to date.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>



*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.7	Develop a training matrix that indicates the required training for all tasks within the department and ensure that it is current.	Annual	Department Head or Designee	Updated by M of E Admin	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
4.8	Evaluate the need for new training or enhancements to existing training driven by incident/accident trends.	Annual	Employee Training & Corporate Development	M of E	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
4.9	Install Safety monitors to display safety messages pertaining to tasks performed in MofE	Monthly	MofE Safety & Training	Waiting on software and installation. Slated for first quarter of 2016.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

*Objective 5: Develop and Maintain Departmental Safety Rules and Conduct Regular Safety Meetings*

Element	Action	Due Date	Assigned to	Implementation	Status
5.1	Develop and maintain departmental safety rules, policies and procedures. Provide to Corporate Safety Department for reference.	Annual	Department Heads and Designee	M of E follows Corporate safety rules, policies and procedures.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
5.2	Conduct regular departmental safety meetings. Provide minutes and a status report tracking recommendations/issues and hazard mitigations to the Corporate Safety Department.	Monthly	Department Heads and Designee	Monthly CMO Safety Meeting. System Safety Rep attends mtg.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
5.3	Review safety performance, accident trends, and incidents at meetings. Track hazard mitigation implementation progress and effectiveness. Provide status of hazard mitigations to Corporate Safety Department.	Monthly	Department Heads and/or Designee	This is covered in CMO Safety Meeting.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
5.4	Identify and document when medical evaluations are required.	Daily	Managers/Supervisors/ Medical		Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>



Objective 6: Monitor Employee Safety Performance

Element	Action	Due Date	Assigned to	Implementation	Status
6.1	Include compliance with safety rules in employee appraisals, including safety improvement efforts and the performance of direct reports.	Annual	Managers	Annual performance review.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
6.2	Update the Safety Goal Implementation Program to reflect departmental safety performance.	Biannually	Department Head or Designee	This document is reviewed quarterly.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>
6.3	Acknowledge positive, desirable behaviors, safe practices and trends when observed.	Daily	All Employees	This is covered in element #2.1.	Complete <input type="checkbox"/> In progress <input checked="" type="checkbox"/>

# Safety Goal Implementation Plan (Plan)

*Department: Maintenance of Equipment*

*Goals for the Year: 2017*

## Departmental Safety Performance

General Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)	High Rate Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)
Total Employee Injuries	60	5%	Slips/Trips/Falls	12	5%
Reportable Employee Injuries	50	5%	Material Handling	17	5%
Lost Time Employee Injuries	50	5%	Motor Vehicle Accidents	0	0
Other: _____	0	0	Other: _____	0	0

*Objective 1: Corporate Safety Communications*

Element	Action	Due Date	Assigned to	Implementation	Status
1.1	Ensure employees are familiar with LIRR Safety Policy and the departmental Safety Goal Implementation Program. Emphasize that each employee is responsible for workplace safety.	First week in January	Department Heads/ Managers/Supervisors	Hold Toolbox meeting focusing on the departmental goals and implementation for the year, as well as a spot in the newsletter. Reinforce that the safety policy is available on the intranet and upon request.	Complete In progress
1.2	Prepare and distribute/post safety bulletins that advise employees of trends resulting from audits/ inspections and incident reports.	Monthly	Managers/Supervisors	Departmental bulletin boards will display incident trends and new/revised safety policies/ procedures. Intranet site updated.	Complete In progress
1.3	Communicate safety information relevant to the shift's job assignment(s) to employees via bulletins and job safety briefings when they report for duty. Focus on specific hazards associated with the tasks being performed.	Daily	Managers/Supervisors	Ensure job briefings will be done on a daily basis.  PEMD uses Maximo to identify safety jobs as tasks on work orders.	Complete In progress

*Objective 1: Corporate Safety Communications*

Element	Action	Due Date	Assigned to	Implementation	Status
1.4	Monitor for trends of major or multiple incidents or accidents and initiate immediate hazard mitigations. Ensure all employees are informed of these incidents and implement the hazard mitigations.	Monthly	Senior Management or designee	Discussed at CMO Safety Meeting	Complete o In progress n
1.5	Post and update Employee Accident Information Signage.	Daily	Location Designee	Accident information is posted on boards throughout the property.	Complete o In progress n

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.1	Audit work tasks. Identify and record unsafe acts and the implementation of hazard mitigation(s). Acknowledge positive/safe behavior/practices. (	Daily	Managers/Supervisors	During the work shift, supervisors observe employees and verbally acknowledge safe behavior which are entered in ECR. Corrective actions are made immediately and discussed later at toolbox meetings.	Complete 0 In progress 11
2.2	Inspect work locations prior to conducting job briefings to address all safety concerns and initiate hazard mitigations. Develop a pre-job inspection checklist that must include verification that all required equipment (including appropriate PPE) is present and in good repair. (	Daily	Managers/Supervisors	All employees inspect work area prior to working and correct hazards or notify supervisor if employee cannot correct hazard.	Complete 0 In progress 11
2.3	Carry out periodic workplace safety inspections during work to identify unsafe conditions (i.e. illumination, noise suppression, equipment, etc.) and initiate hazard mitigations.(	Daily	Managers/Supervisors	Done during our Safety Walks	Complete 0 In progress 11

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
( Contact the Corporate Safety Department if new <u>respiratory</u> or <u>noise hazards</u> are identified that may require PPE.					
2.4	Enforce the use of required/appropriate Personal Protective Equipment while performing audits/inspections.	Daily	Managers/Supervisors	All employees are made aware of the required PPE for the tasks assigned at the toolbox meetings. Employees are not permitted to work without the required PPE.	Complete <input type="radio"/> In progress <input type="checkbox"/>
2.5	Identify deficiency/incident trends that result from audits/inspections. Ensure that hazard mitigations are implemented.	June and December	Departmental Head or Designee	Discussed at CMO Safety Meeting	Complete <input type="radio"/> In progress <input type="checkbox"/>
2.6	Track the status of the implementation of recommendations and report the status to the Corporate Safety Department.	Monthly	Departmental Head or Designee	Recommendations are entered into a database as well as their respective implementation. This is discussed at monthly safety meetings.  This is follow-up to #2.8	Complete <input type="radio"/> In progress <input type="checkbox"/>
2.7	Senior manager conducts an unannounced audit in each shop/facility/office to observe compliance with the safety program requirements.	Quarterly	Senior Management	All GM's and DGM to conduct quarterly audits	Complete <input type="radio"/> In progress <input type="checkbox"/>



*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.8	Conduct audits, including safety walks, in each shop/facility/office to observe compliance with the safety program requirements.	Monthly	Managers/Supervisors or designee	Monthly safety walks are scheduled in different areas with a representative from labor, management and safety. All safety deficiencies are noted and tracked to correction.	Complete <input type="radio"/> In progress <input type="checkbox"/>
2.9	Ensure that all fire and life safety components remain clear of obstructions and accessible at <b>all</b> times (i.e., fire lanes, stand pipe connections, sprinkler valves, fire extinguishers, etc.)	Daily	Managers/Supervisors	Daily inspections ensure immediate corrections are made.  Work with Stores to ensure pallets are not left blocking fire lanes, stand pipe connections, sprinkler valves, fire extinguishers, etc	Complete <input type="radio"/> In progress <input type="checkbox"/>
2.10	Establish an inspection and maintenance regimen which ensures that AEDs, first aid kits, fire extinguishers, lighting, etc. are maintained in a state of good repair and are operable.	Monthly	Departmental Head or Designee	Conducted monthly by MofE Supervision	Complete <input type="radio"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.11	Establish an inspection and maintenance regimen which ensures that minimum egress clearance and emergency lighting is maintained along with good general housekeeping throughout the facility.	Daily	Managers/Supervisors	<p>A daily inspection regimen ensures compliance with this action.</p> <p>Work with Stores to ensure pallets are not left blocking egress.</p> <p>This is with 2.9 and 2.10</p>	<p>Complete <input type="radio"/></p> <p>In progress <input type="checkbox"/></p>
2.12	Ensure that all operations that may involve exposure hazards such as Asbestos Containing Materials (ACM), Lead Based Paint (LBP), biological contaminants and Polychlorinated Biphenyl's (PCBs) on LIRR property are handled according to the Hazard Abatement Policy	As per SAFE 002 Policy	Managers/Supervisors	<p>All employees that may potentially disturb this material are given awareness training. Supervisors inspect the work location for hazardous material before work begins.</p>	<p>Complete <input type="radio"/></p> <p>In progress <input type="checkbox"/></p>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.13	Any operations with the potential to impact the environment shall conform to the requirements of the Corporate Environmental Management Policy. Any spills of petroleum will be handled according to the Petroleum Spill Response Plan.	As per SAFE 003 Policy	Managers/Supervisors	All employees that have the potential to impact the environment are given awareness training. All spills documented are handled according to policy.  Example – Haz-waste training for PEMD Supervisors.	Complete o In progress n
2.14	Conduct Safety Walks after major work is completed in Shops/Yards	Various	Managers/Supervisors or designee	In addition to scheduled Safety Walks. Safety Walk will include Safety, Engineering, Transportation and MofE.	Complete o In progress n
2.15	Create a centralized database to record all of our findings during our Safety walks. Ensures a better means to follow up on open items.	Within the prescribed schedule	MofE Safety & Training	All safety walk information is recorded by the MofE Safety & Training Group in a consolidated spreadsheet. Open items are followed up to completion.	Complete o In progress n
2.16	Establish Safety Walk schedule for all MofE locations.	Annual	Managers/Supervisors	Scheduled with Corporate Safety, local supervision and labor organizations.	Complete o In progress n

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.1	Investigate all employee injuries. Make initial report on AR-1 within 24 hours of notification and AR-20/21, and AR-30 (if applicable) within 7-days as per policy. Supervision must complete the On The Job Injury Report, identify root causes and ensure hazard mitigations are implemented.	As per SAFE 005 Policy	Managers/Supervisors	This is done per policy	Complete In progress
3.2	Management must review accident reports to verify completeness and accuracy of the information on the form.	Prior to submission	Senior Management	Senior management reviews all accident reports for completeness and accuracy before signing off on the form. All incidents are discussed at safety meetings	Complete In progress

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.3	Compile and evaluate employee incident/accident statistics. Identify trends and address them through the implementation of recommended hazard mitigations. Address events that involve the same employee, same task, or same location experiencing multiple accidents.	June and December	Corporate Safety Department	Monthly at CMO Safety Meeting	Complete o In progress n
3.4	Investigate all motor vehicle accidents. Identify causes and address them through the implementation of hazard mitigations. Address employees experiencing multiple incidents and ensure remedial training is completed.	As per the Vehicle Operation Safety Program	Managers/Supervisors	This is done per policy	Complete o In progress n
3.5	Identify and document when post incident Drug & Alcohol testing is warranted.	As per the requirements of MED-005	Managers/Supervisors, Medical and Central Manpower Office	This is done per policy	Complete o In progress n

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.6	Senior Management reviews all employee injuries to discuss root cause(s) and the hazard mitigation(s) implemented or that are under consideration.	Weekly	Senior Management and designees	Weekly at President's Ops Mtg Monthly at CMO Safety Meeting.	Complete o In progress n

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.1	Ensure that all employees receive all prescribed safety training.	Within the prescribed schedule	Managers/Supervisors	Required safety training is tracked in CTAMs and scheduled by MofE	Complete o In progress n
4.2	Ensure that all employees receive all prescribed operational training.	Within the prescribed schedule	Managers/Supervisors	Required safety training is tracked in CTAMs/OJT database and scheduled by MofE.	Complete o In progress n
4.3	Ensure that all employees receive prescribed environmental training.	Within the prescribed schedule	Managers/Supervisors	Required safety training is tracked in CTAMs and scheduled by MofE.	Complete o In progress n
4.4	Ensure that all covered management employees complete all prescribed classes within the Management Education curriculum.	Within the prescribed schedule	Senior Management and designees	A training matrix has been developed for all employees and a training liaison enforces the requirements.  Tracked by Corporate Training and Development	Complete o In progress n
4.5	Ensure that all employees receive all prescribed refresher training at the proper interval.	Within the prescribed schedule	Managers/Supervisors	Required refresher training is tracked in CTAMs and scheduled by MofE.	Complete o In progress n

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.6	Ensure that all prescribed employee training remains relevant and up to date with the responsibilities of the respective position.	Annual	Employee Training & Corporate Development	M of E to work with Training to ensure employee training remains relevant and up to date.	Complete <input type="radio"/> In progress <input type="checkbox"/>
4.7	Develop a training matrix that indicates the required training for all tasks within the department and ensure that it is current.	Annual	Department Head or Designee	Updated by M of E Admin	Complete <input type="radio"/> In progress <input type="checkbox"/>
4.8	Evaluate the need for new training or enhancements to existing training driven by incident/accident trends.	Annual	Employee Training & Corporate Development	M of E	Complete <input type="radio"/> In progress <input type="checkbox"/>
4.9	Install Safety monitors to display safety messages pertaining to tasks performed in MofE	Monthly	MofE Safety & Training	Waiting on software and installation. Slated for first quarter of 2016.	Complete <input type="radio"/> In progress <input type="checkbox"/>



*Objective 5: Develop and Maintain Departmental Safety Rules and Conduct Regular Safety Meetings*

Element	Action	Due Date	Assigned to	Implementation	Status
5.1	Develop and maintain departmental safety rules, policies and procedures. Provide to Corporate Safety Department for reference.	Annual	Department Heads and Designee	M of E follows Corporate safety rules, policies and procedures.	Complete <input type="radio"/> In progress <input type="radio"/>
5.2	Conduct regular departmental safety meetings. Provide minutes and a status report tracking recommendations/issues and hazard mitigations to the Corporate Safety Department.	Monthly	Department Heads and Designee	Monthly CMO Safety Meeting. System Safety Rep attends mtg.	Complete <input type="radio"/> In progress <input type="radio"/>
5.3	Review safety performance, accident trends, and incidents at meetings. Track hazard mitigation implementation progress and effectiveness. Provide status of hazard mitigations to Corporate Safety Department.	Monthly	Department Heads and/or Designee	This is covered in CMO Safety Meeting.	Complete <input type="radio"/> In progress <input type="radio"/>
5.4	Identify and document when medical evaluations are required.	Daily	Managers/Supervisors/ Medical		Complete <input type="radio"/> In progress <input type="radio"/>



Objective 6: Monitor Employee Safety Performance

Element	Action	Due Date	Assigned to	Implementation	Status
6.1	Include compliance with safety rules in employee appraisals, including safety improvement efforts and the performance of direct reports.	Annual	Managers	Annual performance review.	Complete <input type="radio"/> In progress <input type="radio"/>
6.2	Update the Safety Goal Implementation Program to reflect departmental safety performance.	Biannually	Department Head or Designee	This document is reviewed quarterly.	Complete <input type="radio"/> In progress <input type="radio"/>
6.3	Acknowledge positive, desirable behaviors, safe practices and trends when observed.	Daily	All Employees	This is covered in element #2.1.	Complete <input type="radio"/> In progress <input type="radio"/>

# Safety Goal Implementation Plan (Plan)

**Department: Engineering**

**Goals for the Year: 2016**

## Departmental Safety Performance

General Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)	High Rate Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)
Total Employee Injuries	100	10	Slips/Trips/Falls	24	10
Reportable Employee Injuries	87	10	Material Handling	18	10
Lost Time Employee Injuries	79	10	Motor Vehicle Accidents	83	10
Other: _____			Other: _____		

*Objective 1: Corporate Safety Communications*

Element	Action	Due Date	Assigned to	Implementation	Status
1.1	Ensure employees are familiar with LIRR Safety Policy and the departmental Safety Goal Implementation Program. Emphasize that each employee is responsible for workplace safety.	First week in January	Department Heads/ Managers/Supervisors	1) Included the departmental SGIP and implementation for the year in the Safety Talk Meeting Agenda. 2) Reinforce that the safety policy is available on the intranet and upon request. 3) Send out as separate email to senior staff to distribute appropriately.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.2	Prepare and distribute/post safety bulletins that advise employees of trends resulting from audits/inspections and incident reports.	Monthly	Managers/Supervisors	Safety Talk Meeting Agenda display incident trends and new/revised safety policies/procedures. SAFER team focus, Red Alerts, & Safety Standdowns address injury trends.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.3	Communicate safety information relevant to the shift's job assignment(s) to employees via bulletins and job safety briefings when they report for duty. Focus on specific hazards associated with the tasks being performed.	Daily	Managers/Supervisors	Safety information relevant to the shift's job assignment(s) is communicated daily to employees via job briefings & safety rule of the day discussion when applicable. Job briefings are required for all Engineering tasks not just ROW related ones.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.4	Monitor for trends of major or multiple incidents or accidents and initiate immediate hazard mitigations. Ensure all employees are informed of these incidents and implement the hazard mitigations.	Monthly	Senior Management or designee	Injury trends are monitored & discussed at the CE Safety Meeting. Trends are shared with field forces via the Safety Talk Meeting. Bulletin boards in major locations display trends and new/revised safety policies/procedures. Red Alerts are issued as needed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.5	Post and update Employee Accident Information Signage.	Daily	Location Designee	Updated Employee Accident information is disseminated weekly as part of the Safety Talk.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.1	Audit work tasks. Identify and record unsafe acts and the implementation of hazard mitigation(s). Acknowledge positive/safe behavior/practices. ☎	Daily	Managers/Supervisors	During the work shift, supervisors performing SAFER observations (RWP/SOP/STP) rules, observe employees and record unsafe actions. Safe behaviors are verbally acknowledged. Corrective actions are made as needed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.2	Inspect work locations prior to conducting job briefings to address all safety concerns and initiate hazard mitigations. Develop a pre-job inspection checklist that must include verification that all required equipment (including appropriate PPE) is present and in good repair. ☎	Daily	Managers/Supervisors	Daily job briefings/briefing cards are used to ensure work group's safety concerns & PPE requirements for the job are addressed. The Engineering Daily Site Specific Fall Prevention Work Plan & Safe Lift Plan are implemented as required.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.3	Carry out periodic workplace safety inspections during work to identify unsafe conditions (i.e. illumination, noise suppression, equipment, etc.) and initiate hazard mitigations. ☎	Daily	Managers/Supervisors	Addressed as part of job briefings and SAFER observations. When unsafe conditions are identified, Supervisors can take immediate action internally, address the issue to other departments and notify Senior Management and Engineering Safety depending on the situation.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

☎ Contact the Corporate Safety Department if new respiratory or noise hazards are identified that may require PPE.

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.4	Enforce the use of required/appropriate Personal Protective Equipment while performing audits/inspections.	Daily	Managers/Supervisors	PPE requirements are ensured through department supervision & SAFER observations. PPE is distributed in the field as needed during SAFER team observations. Corporate Safety RWP Auditors may also perform SAFER observations with data obtained to be shared with Engineering management.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.5	Identify deficiency/incident trends that result from audits/inspections. Ensure that hazard mitigations are implemented.	June and December	Departmental Head or Designee	SAFER observation trends and deficiencies & injury report root cause identification is made and corrective actions are taken. All injury/mva trends are monitored as needed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.6	Track the status of the implementation of recommendations and report the status to the Corporate Safety Department.	Monthly	Departmental Head or Designee	Recommendations and corrective actions are often noted in AR20/21's. Recommendations & corrective actions are discussed at the CE monthly safety meeting.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.7	Senior manager conducts an unannounced audit in each shop/facility/office to observe compliance with the safety program requirements.	Quarterly	Senior Management	Senior managers observe safety compliance among field forces during periodic visits. Some senior managers perform SAFER observations. Managers periodically attend the safety tailgate meetings. Unannounced visits are rare.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.8	Conduct audits, including safety walks, in each shop/facility/office to observe compliance with the safety program requirements.	Monthly	Managers/Supervisors or designee	Safety deficiencies are noted (i.e., SAFERS, as part of normal operations, etc) and corrected as required. Larger concerns are shared with management and addressed accordingly (i.e, CE notices, trouble tickets, etc.).	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.9	Ensure that all fire and life safety components remain clear of obstructions and accessible at <b>all</b> times (i.e., fire lanes, stand pipe connections, sprinkler valves, fire extinguishers, etc.)	Daily	Managers/Supervisors	Reminders are periodically sent as part of weekly Safety Talks to remind all to stay vigilant on a daily basis and to contact fire marshals to confirm compliance. Code compliance matrix is maintained and distributed monthly to management.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.10	Establish an inspection and maintenance regimen which ensures that emergency alarm boxes, emergency telephones, AEDs, first aid kits, fire extinguishers, lighting, etc. are maintained in a state of good repair and are operable.	As Required	Departmental Head or Designee	Facility inspections/observations ensure that emergency alarm boxes, emergency telephones, AEDs, fire extinguishers, lighting, etc. are maintained in a state of good repair as required under policy and government regulations. First aid kits are restocked as needed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.11	Establish an inspection and maintenance regimen which ensures that minimum egress clearance and emergency lighting is maintained along with good general housekeeping throughout the facility.	Daily	Managers/Supervisors	Reminders are periodically sent as part of weekly Safety Talks to remind all to stay vigilant on a daily basis and to contact fire marshals to confirm compliance. Code compliance matrix is maintained and distributed monthly to management.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>



*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.12	Ensure that all operations that may involve exposure hazards such as Asbestos Containing Materials (ACM), Lead Based Paint (LBP), biological contaminants and Polychlorinated Biphenyl's (PCBs) on LIRR property are handled according to the Hazard Abatement Policy	As per SAFE 002 Policy	Managers/Supervisors	All employees that may potentially disturb this material are given awareness training. Supervisors inspect the work location for hazardous material before work begins. Policies are distributed annually.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.13	Any operations with the potential to impact the environment shall conform to the requirements of the Corporate Environmental Management Policy. Any spills of petroleum will be handled according to the Petroleum Spill Response Plan.	As per SAFE 003 Policy	Managers/Supervisors	All employees that have the potential to impact the environment are given awareness training. All spills documented are handled according to policy. Policies are distributed annually.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>



*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.1	Investigate all employee injuries. Make initial report on AR-1 within 24 hours of notification and AR-20/21, and AR-30 (if applicable) within 7-days as per policy. Supervision must complete the On The Job Injury Report, identify root causes and ensure hazard mitigations are implemented.	As per SAFE 005 Policy	Managers/Supervisors	All injuries are investigated by supervision. Reports are reviewed by senior management. An Engineering concurrence sheet has a checklist of required actions/documents with deadlines. Training for new supervisors and refreshers to be developed by Engineering.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.2	Management must review accident reports to verify completeness and accuracy of the information on the form.	Prior to submission	Senior Management	Senior management reviews all accident reports for completeness and accuracy before signing off on the form. incidents are discussed at safety meetings.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.3	Compile and evaluate employee incident/accident statistics. Identify trends and address them through the implementation of recommended hazard mitigations. Address events that involve the same employee, same task, or same location experiencing multiple accidents.	June and December	Corporate Safety Department	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.4	Investigate all motor vehicle accidents. Identify causes and address them through the implementation of hazard mitigations. Address employees experiencing multiple incidents and ensure remedial training is completed.	As per the Vehicle Operation Safety Program	Managers/Supervisors	All motor vehicle accidents are investigated. Causes are identified and addressed them through the implementation of corrective actions. Employees experiencing multiple incidents are routinely sent to Defensive Driving & Enhanced Driving courses for safe driving reinforcement.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.5	Identify and document when post incident Drug & Alcohol testing is warranted.	As per the requirements of MED-005	Managers/Supervisors And Medical	Post incident Drug & Alcohol testing is identified and documented when is warranted.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.6	Senior Management reviews all employee injuries to discuss root cause(s) and the hazard mitigation(s) implemented or that are under consideration.	Monthly	Senior Management and designees	Eng. Safety and senior management review all employee injuries for the prior month at the CE monthly safety meeting. Root cause, contributing cause(s) and corrective action(s) are discussed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.1	Ensure that all employees receive all prescribed safety training.	Within the prescribed schedule	Managers/Supervisors	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.2	Ensure that all employees receive all prescribed operational training.	Within the prescribed schedule	Managers/Supervisors	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.3	Ensure that all employees receive prescribed environmental training.	Within the prescribed schedule	Managers/Supervisors	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.4	Ensure that all covered management employees complete all prescribed classes within the Management Education curriculum.	Within the prescribed schedule	Senior Management and designees	Engineering registers employees for MECC courses as requested/needed. Employee Training & Corporate Development determines which classes are required.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.5	Ensure that all employees receive all prescribed refresher training at the proper interval.	Within the prescribed schedule	Managers/Supervisors	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.6	Ensure that all prescribed employee training remains relevant and up to date with the responsibilities of the respective position.	Annual	Employee Training & Corporate Development	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.7	Develop a training matrix that indicates the required training for all tasks within the department and ensure that it is current.	Annual	Department Head or Designee	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.8	Evaluate the need for new training or enhancements to existing training driven by incident/accident trends.	Annual	Employee Training & Corporate Development	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 5: Develop and Maintain Departmental Safety Rules and Conduct Regular Safety Meetings*

Element	Action	Due Date	Assigned to	Implementation	Status
5.1	Develop and maintain departmental safety rules, policies and procedures. Provide to Corporate Safety Department for reference.	Annual	Department Heads and Designee	LIRR Safety Rules; LIRR Corp. Safety Policies; RWP On-Track Rules; Eng. Dept Policies; & all other applicable federal, state, and local, safety & env. rules & regs are complied with and posted on intranet.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.2	Conduct regular departmental safety meetings. Provide minutes and a status report tracking recommendations/issues and hazard mitigations to the Corporate Safety Department.	Monthly	Department Heads and Designee	Chief Engineer Safety Meetings & Peer Safety Committee meetings are held monthly unless otherwise noted.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.3	Review safety performance, accident trends, and incidents at meetings. Track hazard mitigation implementation progress and effectiveness. Provide status of hazard mitigations to Corporate Safety Department.	Monthly	Department Heads and/or Designee	CE, ACE'S & PE'S review all employee injuries, each department's safety performance, & accident trends for the prior month/s at the CE monthly safety meeting.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.4	Identify and document when medical evaluations are required.	As required	Managers/Supervisors/ Medical	Engineering supervision follows MED-005 Alcohol and Substance Abuse CP&P.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 6: Monitor Employee Safety Performance*

Element	Action	Due Date	Assigned to	Implementation	Status
6.1	Include compliance with safety rules in employee appraisals, including safety improvement efforts and the performance of direct reports.	Annual	Managers	Safety performance & safety improvement efforts are part of all Senior Manager's performance appraisals.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
6.2	Update the Safety Goal Implementation Program to reflect departmental safety performance.	Biannually	Department Head or Designee	The Safety Goal Implementation Program will be updated bi-annually to reflect the department's safety performance.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
6.3	Acknowledge positive, desirable behaviors, safe practices and trends when observed.	As applicable	All Employees	Exemplary safety actions are recognized Best practices are documented and shared. Employee suggestions are evaluated & implemented when feasible.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

# Safety Goal Implementation Plan (Plan)

**Department: Engineering**

**Goals for the Year: 2017**

## Departmental Safety Performance

General Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)	High Rate Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)
Total Employee Injuries	97	10	Slips/Trips/Falls	20	10
Reportable Employee Injuries	83	10	Material Handling	17	10
Lost Time Employee Injuries	64	10	Motor Vehicle Accidents	77	10
Other: _____			Other: <u>Cut Injuries</u>	9	10



*Objective 1: Corporate Safety Communications*

Element	Action	Due Date	Assigned to	Implementation	Status
1.1	Ensure employees are familiar with LIRR Safety Policy and the departmental Safety Goal Implementation Program. Emphasize that each employee is responsible for workplace safety.	First week in January	Department Heads/ Managers/Supervisors	1) Included the departmental SGIP and implementation for the year in the Safety Talk Meeting Agenda. 2) Reinforce that the safety policy is available on the intranet and upon request. 3) Send out as separate email to senior staff to distribute appropriately.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.2	Prepare and distribute/post safety bulletins that advise employees of trends resulting from audits/inspections and incident reports.	Monthly	Managers/Supervisors	Safety Talk Meeting Agenda display incident trends and new/revised safety policies/procedures. SAFER team focus, Red Alerts, & Safety Standdowns address injury trends.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.3	Communicate safety information relevant to the shift's job assignment(s) to employees via bulletins and job safety briefings when they report for duty. Focus on specific hazards associated with the tasks being performed.	Daily	Managers/Supervisors	Safety information relevant to the shift's job assignment(s) is communicated daily to employees via job briefings & safety rule of the day discussion when applicable. Job briefings are required for all Engineering tasks not just ROW related ones.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.4	Monitor for trends of major or multiple incidents or accidents and initiate immediate hazard mitigations. Ensure all employees are informed of these incidents and implement the hazard mitigations.	Monthly	Senior Management or designee	Injury trends are monitored & discussed at the CE Safety Meeting. Trends are shared with field forces via the Safety Talk Meeting. Bulletin boards in major locations display trends and new/revised safety policies/procedures. Red Alerts are issued as needed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.5	Post and update Employee Accident Information Signage.	Daily	Location Designee	Updated Employee Accident information is disseminated weekly as part of the Safety Talk.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>



*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.1	Audit work tasks. Identify and record unsafe acts and the implementation of hazard mitigation(s). Acknowledge positive/safe behavior/practices. ☎	Daily	Managers/Supervisors	During the work shift, supervision performing SAFER observations (RWP/SOP/STP) rules, observe employees and record unsafe actions. Safe behaviors are verbally acknowledged. Corrective actions are made as needed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.2	Inspect work locations prior to conducting job briefings to address all safety concerns and initiate hazard mitigations. Develop a pre-job inspection checklist that must include verification that all required equipment (including appropriate PPE) is present and in good repair. ☎	Daily	Managers/Supervisors	Daily job briefings/briefing cards are used to ensure work group's safety concerns & PPE requirements for the job are addressed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.3	Carry out periodic workplace safety inspections during work to identify unsafe conditions (i.e. illumination, noise suppression, equipment, etc.) and initiate hazard mitigations. ☎	Daily	Managers/Supervisors	Addressed as part of job briefings and SAFER observations. When unsafe conditions are identified, Supervisors can take immediate action internally, address the issue to other departments and notify Senior Management and Engineering Safety depending on the situation.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

☎ Contact the Corporate Safety Department if new respiratory or noise hazards are identified that may require PPE.

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.4	Enforce the use of required/appropriate Personal Protective Equipment while performing audits/inspections.	Daily	Managers/Supervisors	PPE requirements are ensured through department supervision & SAFER observations. PPE is distributed in the field as needed during SAFER team observations. Corporate Safety RWP Auditors may also perform SAFER observations with data obtained to be shared with Engineering management. JTHA's will help to determine PPE.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.5	Identify deficiency/incident trends that result from audits/inspections. Ensure that hazard mitigations are implemented.	June and December	Departmental Head or Designee	SAFER observation trends and deficiencies & injury report root cause identification is made and corrective actions are taken. All injury/mva trends are monitored as needed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.6	Track the status of the implementation of recommendations and report the status to the Corporate Safety Department.	Monthly	Departmental Head or Designee	Recommendations and corrective actions are noted in AR20/21's. Recommendations & corrective actions are discussed at the CE monthly safety meeting. Meeting minutes are kept. CSD representative is present.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.7	Senior manager conducts an unannounced audit in each shop/facility/office to observe compliance with the safety program requirements.	Quarterly	Senior Management	Senior managers observe safety compliance among field forces during periodic visits. Some senior managers perform SAFER observations. Managers periodically attend the safety tailgate meetings. Unannounced visits are rare.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.8	Conduct audits, including safety walks, in each shop/facility/office to observe compliance with the safety program requirements.	Monthly	Managers/Supervisors or designee	Safety deficiencies are noted (i.e., SAFERS, as part of normal operations, etc) and corrected as required. Larger concerns are shared with management and addressed accordingly (i.e, CE notices, trouble tickets, etc.).	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.9	Ensure that all fire and life safety components remain clear of obstructions and accessible at <b>all</b> times (i.e., fire lanes, stand pipe connections, sprinkler valves, fire extinguishers, etc.)	Daily	Managers/Supervisors & Fire Marshall	Reminders are periodically sent as part of weekly Safety Talks to remind all to stay vigilant on a daily basis and to contact fire marshals to confirm compliance. Code compliance matrix is maintained and distributed monthly to management.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.10	Establish an inspection and maintenance regimen which ensures that emergency alarm boxes, emergency telephones, AEDs, first aid kits, fire extinguishers, lighting, etc. are maintained in a state of good repair and are operable.	As Required	Departmental Head or Designee & Fire Marshall	Facility inspections/observations ensure that emergency alarm boxes, emergency telephones, AEDs, fire extinguishers, lighting, etc. are maintained in a state of good repair as required under policy and government regulations. First aid kits are restocked as needed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.11	Establish an inspection and maintenance regimen which ensures that minimum egress clearance and emergency lighting is maintained along with good general housekeeping throughout the facility.	Daily	Managers/Supervisors	Reminders are periodically sent as part of weekly Safety Talks to remind all to stay vigilant on a daily basis and to contact fire marshals to confirm compliance. Code compliance matrix is maintained and distributed monthly to management.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.12	Ensure that all operations that may involve exposure hazards such as Asbestos Containing Materials (ACM), Lead Based Paint (LBP), biological contaminants and Polychlorinated Biphenyl's (PCBs) on LIRR property are handled according to the Hazard Abatement Policy	As per SAFE 002 Policy	Managers/Supervisors	<p>All employees that may potentially disturb this material are given awareness training. Supervisors inspect the work location for hazardous material before work begins. Policies are distributed annually.</p> <p>Policy is distributed annually as part of Safety Talk. JTHAs are performed as requested.</p>	<p>Complete <input type="checkbox"/></p> <p>In progress <input type="checkbox"/></p>
2.13	Any operations with the potential to impact the environment shall conform to the requirements of the Corporate Environmental Management Policy. Any spills of petroleum will be handled according to the Petroleum Spill Response Plan.	As per SAFE 003 Policy	Managers/Supervisors	<p>All employees that have the potential to impact the environment are given awareness training. All spills documented are handled according to policy.</p> <p>Policy is distributed annually as part of Safety Talk. JTHAs are performed as requested.</p>	<p>Complete <input type="checkbox"/></p> <p>In progress <input type="checkbox"/></p>

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.1	Investigate all employee injuries. Make initial report on AR-1 within 24 hours of notification and AR-20/21, and AR-30 (if applicable) within 7-days as per policy. Supervision must complete the On The Job Injury Report, identify root causes and ensure hazard mitigations are implemented.	As per SAFE 005 Policy	Managers/Supervisors	All injuries are investigated by supervision. Reports are reviewed by senior management. An Engineering concurrence sheet has a checklist of required actions/documents with deadlines. Training for new supervisors and refreshers in development.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.2	Management must review accident reports to verify completeness and accuracy of the information on the form.	Prior to submission	Senior Management	Senior management reviews all accident reports for completeness and accuracy before signing off on the form. incidents are discussed at safety meetings.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.3	Compile and evaluate employee incident/accident statistics. Identify trends and address them through the implementation of recommended hazard mitigations. Address events that involve the same employee, same task, or same location experiencing multiple accidents.	June and December	Corporate Safety Department	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.4	Investigate all motor vehicle accidents. Identify causes and address them through the implementation of hazard mitigations. Address employees experiencing multiple incidents and ensure remedial training is completed.	As per the Vehicle Operation Safety Program	Managers/Supervisors	All motor vehicle accidents are investigated. Causes are identified and addressed them through the implementation of corrective actions. Employees experiencing multiple incidents are routinely sent to Defensive Driving & Enhanced Driving courses for safe driving reinforcement. Engineering to Enhanced Driving Course for all new hires that are required to drive as part of their job functions.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.5	Identify and document when post incident Drug & Alcohol testing is warranted.	As per the requirements of MED-005	Managers/Supervisors And Medical	Post incident Drug & Alcohol testing is identified and documented when warranted as per Corporate Policy.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.6	Senior Management reviews all employee injuries to discuss root cause(s) and the hazard mitigation(s) implemented or that are under consideration.	Monthly	Senior Management and designees	Eng. Safety and senior management review all employee injuries for the prior month at the CE monthly safety meeting. Root cause, contributing cause(s) and corrective action(s) are discussed.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>



*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.1	Ensure that all employees receive all prescribed safety training.	Within the prescribed schedule	Managers/Supervisors	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.2	Ensure that all employees receive all prescribed operational training.	Within the prescribed schedule	Managers/Supervisors	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.3	Ensure that all employees receive prescribed environmental training.	Within the prescribed schedule	Managers/Supervisors	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.4	Ensure that all covered management employees complete all prescribed classes within the Management Education curriculum.	Within the prescribed schedule	Senior Management and designees	Engineering registers employees for MECC courses as requested. Employee Training & Corporate Development determines which classes are required.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.5	Ensure that all employees receive all prescribed refresher training at the proper interval.	Within the prescribed schedule	Managers/Supervisors	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.6	Ensure that all prescribed employee training remains relevant and up to date with the responsibilities of the respective position.	Annual	Employee Training & Corporate Development	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.7	Develop a training matrix that indicates the required training for all tasks within the department and ensure that it is current.	Annual	Department Head or Designee	Department training liaisons ensure all training requirements are met.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.8	Evaluate the need for new training or enhancements to existing training driven by incident/accident trends.	Annual	Employee Training & Corporate Development	N/A	Complete <input type="checkbox"/> In progress <input type="checkbox"/>



*Objective 5: Develop and Maintain Departmental Safety Rules and Conduct Regular Safety Meetings*

Element	Action	Due Date	Assigned to	Implementation	Status
5.1	Develop and maintain departmental safety rules, policies and procedures. Provide to Corporate Safety Department for reference.	Annual	Department Heads and Designee	LIRR Safety Rules; LIRR Corp. Safety Policies; RWP On-Track Rules; Eng. Dept Policies; & all other applicable federal, state, and local, safety & env. rules & regs are complied with and posted on intranet.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.2	Conduct regular departmental safety meetings. Provide minutes and a status report tracking recommendations/issues and hazard mitigations to the Corporate Safety Department.	Monthly	Department Heads and Designee	Chief Engineer Safety Meetings are held monthly unless otherwise noted.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.3	Review safety performance, accident trends, and incidents at meetings. Track hazard mitigation implementation progress and effectiveness. Provide status of hazard mitigations to Corporate Safety Department.	Monthly	Department Heads and/or Designee	CE, ACE'S & PE'S review all employee injuries, each department's safety performance, & accident trends for the prior month/s at the CE monthly safety meeting.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.4	Identify and document when medical evaluations are required.	As required	Managers/Supervisors/ Medical	Engineering supervision follows MED-005 Alcohol and Substance Abuse CP&P.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 6: Monitor Employee Safety Performance*

<b>Element</b>	<b>Action</b>	<b>Due Date</b>	<b>Assigned to</b>	<b>Implementation</b>	<b>Status</b>
6.1	Include compliance with safety rules in employee appraisals, including safety improvement efforts and the performance of direct reports.	Annual	Managers	Safety performance & safety improvement efforts are part of all Senior Manager's performance appraisals.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
6.2	Update the Safety Goal Implementation Program to reflect departmental safety performance.	Biannually	Department Head or Designee	The Safety Goal Implementation Program will be updated bi-annually to reflect the department's safety performance.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>
6.3	Acknowledge positive, desirable behaviors, safe practices and trends when observed.	As applicable	All Employees	Exemplary safety actions are recognized Best practices are documented and shared. Employee suggestions are evaluated & implemented when feasible.	Complete <input type="checkbox"/> In progress <input type="checkbox"/>

# Safety Goal Implementation Plan (Plan)

**Department:** \_\_\_\_\_

**Goals for the Year:** \_\_\_\_\_

## Departmental Safety Performance

General Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)	High Rate Category	Projected Yearly # of Incidents	% Reduction (vs. last yr.)
Total Employee Injuries			Slips/Trips/Falls		
Reportable Employee Injuries			Material Handling		
Lost Time Employee Injuries			Motor Vehicle Accidents		
Other: _____			Other: _____		

*Objective 1: Corporate Safety Communications*

Element	Action	Due Date	Assigned to	Implementation	Status
1.1	Ensure employees are familiar with LIRR Safety Policy and the departmental Safety Goal Implementation Program. Emphasize that each employee is responsible for workplace safety.	First week in January	Department Heads/ Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.2	Prepare and distribute/post safety bulletins that advise employees of trends resulting from audits/inspections and incident reports.	Monthly	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.3	Communicate safety information relevant to the shift's job assignment(s) to employees via bulletins and job safety briefings when they report for duty. Focus on specific hazards associated with the tasks being performed.	Daily	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.4	Monitor for trends of major or multiple incidents or accidents and initiate immediate hazard mitigations. Ensure all employees are informed of these incidents and implement the hazard mitigations.	Monthly	Senior Management or designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
1.5	Post and update Employee Accident Information Signage.	Daily	Location Designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.1	Audit work tasks. Identify and record unsafe acts and the implementation of hazard mitigation(s). Acknowledge positive/safe behavior/practices. ☎	Daily	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.2	Inspect work locations prior to conducting job briefings to address all safety concerns and initiate hazard mitigations. Develop a pre-job inspection checklist that must include verification that all required equipment (including appropriate PPE) is present and in good repair. ☎	Daily	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.3	Carry out periodic workplace safety inspections during work to identify unsafe conditions (i.e. illumination, noise suppression, equipment, etc.) and initiate hazard mitigations. ☎	Daily	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>

☎ Contact the Corporate Safety Department if new respiratory or noise hazards are identified that may require PPE.

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.4	Enforce the use of required/appropriate Personal Protective Equipment while performing audits/inspections.	Daily	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.5	Identify deficiency/incident trends that result from audits/inspections. Ensure that hazard mitigations are implemented.	June and December	Departmental Head or Designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.6	Track the status of the implementation of recommendations and report the status to the Corporate Safety Department.	Monthly	Departmental Head or Designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.7	Senior manager conducts an unannounced audit in each shop/facility/office to observe compliance with the safety program requirements.	Quarterly	Senior Management		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.8	Conduct audits, including safety walks, in each shop/facility/office to observe compliance with the safety program requirements.	Monthly	Managers/Supervisors or designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.9	Ensure that all fire and life safety components remain clear of obstructions and accessible at <b>all</b> times (i.e., fire lanes, stand pipe connections, sprinkler valves, fire extinguishers, etc.)	Daily	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.10	Establish an inspection and maintenance regimen which ensures that emergency alarm boxes, emergency telephones, AEDs, first aid kits, fire extinguishers, lighting, etc. are maintained in a state of good repair and are operable.	Monthly	Departmental Head or Designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.11	Establish an inspection and maintenance regimen which ensures that minimum egress clearance and emergency lighting is maintained along with good general housekeeping throughout the facility.	Daily	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 2: Conduct Audits and Inspections*

Element	Action	Due Date	Assigned to	Implementation	Status
2.12	Ensure that all operations that may involve exposure hazards such as Asbestos Containing Materials (ACM), Lead Based Paint (LBP), biological contaminants and Polychlorinated Biphenyl's (PCBs) on LIRR property are handled according to the Hazard Abatement Policy	As per SAFE 002 Policy	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
2.13	Any operations with the potential to impact the environment shall conform to the requirements of the Corporate Environmental Management Policy. Any spills of petroleum will be handled according to the Petroleum Spill Response Plan.	As per SAFE 003 Policy	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>



*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.1	Investigate all employee injuries. Make initial report on AR-1 within 24 hours of notification and AR-20/21, and AR-30 (if applicable) within 7-days as per policy. Supervision must complete the On The Job Injury Report, identify root causes and ensure hazard mitigations are implemented.	As per SAFE 005 Policy	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.2	Management must review accident reports to verify completeness and accuracy of the information on the form.	Prior to submission	Senior Management		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.3	Compile and evaluate employee incident/accident statistics. Identify trends and address them through the implementation of recommended hazard mitigations. Address events that involve the same employee, same task, or same location experiencing multiple accidents.	June and December	Corporate Safety Department		Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 3: Conduct Accident Investigations To Prevent Recurrences.*

**SAFE-015**

Element	Action	Due Date	Assigned to	Implementation	Status
3.4	Investigate all motor vehicle accidents. Identify causes and address them through the implementation of hazard mitigations. Address employees experiencing multiple incidents and ensure remedial training is completed.	As per the Vehicle Operation Safety Program	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.5	Identify and document when post incident Drug & Alcohol testing is warranted.	As per the requirements of MED-005	Managers/Supervisors And Medical		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
3.6	Senior Management reviews all employee injuries to discuss root cause(s) and the hazard mitigation(s) implemented or that are under consideration.	Weekly	Senior Management and designees		Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.1	Ensure that all employees receive all prescribed safety training.	Within the prescribed schedule	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.2	Ensure that all employees receive all prescribed operational training.	Within the prescribed schedule	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.3	Ensure that all employees receive prescribed environmental training.	Within the prescribed schedule	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.4	Ensure that all covered management employees complete all prescribed classes within the Management Education curriculum.	Within the prescribed schedule	Senior Management and designees		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.5	Ensure that all employees receive all prescribed refresher training at the proper interval.	Within the prescribed schedule	Managers/Supervisors		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.6	Ensure that all prescribed employee training remains relevant and up to date with the responsibilities of the respective position.	Annual	Employee Training & Corporate Development		Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 4: Provide Employee Safety Training*

Element	Action	Due Date	Assigned to	Implementation	Status
4.7	Develop a training matrix that indicates the required training for all tasks within the department and ensure that it is current.	Annual	Department Head or Designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
4.8	Evaluate the need for new training or enhancements to existing training driven by incident/accident trends.	Annual	Employee Training & Corporate Development		Complete <input type="checkbox"/> In progress <input type="checkbox"/>

*Objective 5: Develop and Maintain Departmental Safety Rules and Conduct Regular Safety Meetings*

Element	Action	Due Date	Assigned to	Implementation	Status
5.1	Develop and maintain departmental safety rules, policies and procedures. Provide to Corporate Safety Department for reference.	Annual	Department Heads and Designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.2	Conduct regular departmental safety meetings. Provide minutes and a status report tracking recommendations/issues and hazard mitigations to the Corporate Safety Department.	Monthly	Department Heads and Designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.3	Review safety performance, accident trends, and incidents at meetings. Track hazard mitigation implementation progress and effectiveness. Provide status of hazard mitigations to Corporate Safety Department.	Monthly	Department Heads and/or Designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
5.4	Identify and document when medical evaluations are required.	Daily	Managers/Supervisors/ Medical		Complete <input type="checkbox"/> In progress <input type="checkbox"/>



*Objective 6: Monitor Employee Safety Performance*

Element	Action	Due Date	Assigned to	Implementation	Status
6.1	Include compliance with safety rules in employee appraisals, including safety improvement efforts and the performance of direct reports.	Annual	Managers		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
6.2	Update the Safety Goal Implementation Program to reflect departmental safety performance.	Biannually	Department Head or Designee		Complete <input type="checkbox"/> In progress <input type="checkbox"/>
6.3	Acknowledge positive, desirable behaviors, safe practices and trends when observed.	Daily	All Employees		Complete <input type="checkbox"/> In progress <input type="checkbox"/>