



## **Safety Committee Structure**

**(SAF5)**

### **POLICY STATEMENT**

The New Orleans Regional Transit Authority (RTA) is committed to developing, implementing, maintaining, and continuously improving processes to ensure that all transit service-delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards. RTA has established interdepartmental safety committees representing all departments and levels of the organization, to: assist with identifying safety deficiencies, support and validate existing Safety Management System (SMS) processes in collaboration with the Executive Leadership Team, meet federal and state requirements concerning front-line participation in SMS and in the Agency Safety Plan (ASP) approval process, and develop and maintain a robust safety culture that is committed to achieving RTA safety goals and objectives.

### **PURPOSE**

This policy establishes roles, responsibilities, and procedures for the interdepartmental safety committee framework at RTA.

### **APPLICATION**

The safety committee framework is designed to engage all employees at all levels of the organization in the agency's SMS, as required in Chapter 49 of the United States Code of Federal Regulations (CFR) Part 673. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

### **ADOPTED BY:**

The RTA Board of Commissioners on 1/11/2024, Resolution 23-221.

### **APPROVED BY:**

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Lona Edwards Hankins  
Chief Executive Officer

Effective Date: 8/24/2021  
Date of Last Review: 1/11/2024



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## **1.0 GENERAL**

The agency-wide safety committee framework is comprised of executive-level, joint labor-management, and department-driven activities.

Each safety committee plays a critical role in ensuring that: all aspects of RTA's ASP are fully implemented, all federal and state requirements regarding safety committees and front-line participation in SMS are met, and the SMS performs as designed. Safety committees support the Safety Department and executive leadership in implementing measures to reduce injuries, promote and maintain safe working environments, and build a strong safety culture.

This policy also addresses other safety committees that may meet on an as-needed basis and are managed by individual departments.

## **2.0 PROCEDURE**

**2.1 SMS Steering Committee** – The SMS Steering Committee is composed of executive leadership and is responsible for providing strategic direction to all departments in implementing SMS and achieving safety goals and objectives.

It also directs activities supporting Corrective Action Plans (CAPs), especially those which require interdepartmental coordination or are otherwise complex in scope, in accordance with the ASP and State Safety Oversight (SSO) requirements.

It also advises the Chief Safety, Security, and Emergency Management Officer (CSSEM) on any necessary revisions to the RTA Safety Management Policy (SAF3) as required in both the annual ASP Revision Standard Operating Procedure (SOP) and the "Creation of Policy" Policy (HC49).

### **2.1.1 Membership**

The Executive Leadership Team comprises the regular membership roster of the SMS Steering Committee. Regular subcommittee members may include other positions based on their duties, as designated by the Chief Safety, Security, and Emergency Management Officer.

Other staff are welcome to participate in meetings but not in any formal approval capacity. For the SMS Steering Committee only, formal approval is documentation of consensus having been reached by SMS Steering Committee members whether during a meeting or otherwise. A "vote" may or may not apply to an action requiring consensus.



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### 2.1.2 Meeting Frequency

The committee meets once quarterly. The chair will determine an appropriate schedule and will coordinate with each member to ensure full participation.

### 2.1.3 Duties and Responsibilities

The committee functions as the executive-level, cross-departmental unit empowered to lead RTA in its safety risk management efforts and implementation of SMS. At the direction of the chair, the SMS Steering Committee:

- Reviews accidents and incidents that involve fatalities or serious injuries, as well as other events, near-misses, and reported hazards as deemed necessary by the committee.
- Ensures the Safety Risk Management and Safety Assurance processes are functioning as described in the ASP with full participation of all departments.
- Reviews, directs, oversees, and collaborates on hazard identification and analysis, risk assessment, CAPs, and the development and implementation of safety risk mitigations;
- Receives briefings from, provides directions to, and coordinates with the Labor-Management Safety Committee (LMSC), and other SMS subcommittees (Fire-Life Safety, Configuration Management, and Safety Security Certification Review).
- Reviews results/findings from audits, inspections, reviews, and other Safety Assurance activities to identify and address systemic issues or emerging trends.
- Verifies that system safety is considered and incorporated in any new or modified systems, programs, or projects, as required by the ASP, specifically, the Management of Change procedure.
- Reviews and updates the Safety Management Policy (SAF3) in coordination with the CSSEM; and
- Reviews, edits, and approves the ASP annually, or otherwise as revisions are required, in accordance with the ASP Revision SOP.

SMS Steering Committee members advise their respective direct reports or other staff and coordinate with one another, as needed.

The chair shall ensure that an agenda is prepared and distributed at least 48 hours in advance of quarterly meetings.

Reasonable advance notice shall be given to employees who may be interested in attending. Meeting information, agendas, and the previous meeting's minutes (as



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appropriate) will be published on the company intranet site and are also available by request from the CSSEM. Meeting dates may also be announced in internal communications such as the Safety Newsletter.

The chair may establish sub-committees or working groups focused on specific tasks, as necessary.

The chair shall ensure that meeting minutes are available for review by any member upon request.

The SMS Steering Committee follows a clear protocol for managing safety risks and responding to hazards. When a hazard is reported to the SMS Committee by a subcommittee like the LSMC, FLSC, CMC, or SSCRC, the CSSEM ensures that updates or actions taken are directly communicated back to the chair of the respective subcommittee. This approach ensures effective hazard mitigation and maintains focus. For transparency and record-keeping, the CSSEM also systematically documents these updates in the meeting minutes.

The SMS Steering Committee effectively tracks and communicates about safety hazards. If a hazard is identified by the LMSC, the CSSEM will provide an update at the next LMSC meeting and include it in the meeting minutes. Also, if a Department Head reports a hazard through the CSSEM, the CSSEM will directly inform the Department Head of any updates. This ensures clear communication and engagement in managing safety risks both within the Committee and with external Department Heads.

#### 2.1.3.1 Coordination with LMSC and SMS Subcommittees

At the discretion of the chair, members who serve as either SMS subcommittee chairs or LMSC co-chairs shall provide a brief status report for their respective committee(s), detailing:

- Hazards/concerns discussed at their most recent meeting.
- Hazards or mitigations that require either SMS Steering Committee or CSSEM review (per the Safety Risk Management Section of the ASP).
- Recent activities as outlined in respective responsibilities sections in this policy.
- Other updates relevant to SMS implementation that are not otherwise addressed in the meeting.

Alternatively, the SMS Steering Committee may invite SMS subcommittee chairs and/or LMSC co-chairs who are not members, to provide a status report during the meeting.

Alternatively, the SMS Steering Committee may request a written status report



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covering the above topics from either an SMS subcommittee chair or the LMSC in advance of the quarterly meeting, for the Committee's review.

In all cases, the status report will be recorded in the meeting minutes.

### 2.1.3.2 Management of Change Responsibilities

Among the key responsibilities of the SMS Steering Committee is to ensure the agency's conformance with all procedures related to Management of Change, including but not limited to the Management of Change section of the ASP and Management of Change Procedure. Members of a Configuration Management Committee verify that system safety is considered and incorporated in any new or modified systems, programs, or projects that span multiple safety-critical areas or functions, such as: shared procedures, training programs, new contracted services, cross-functional Information Technology systems, changes to revenue service fleets, and delivery of capital projects.

Each member is responsible for identifying qualifying systems, programs, or projects in their respective area(s) and coordinating with the CSSEM and SMS Steering Committee members to assess whether the related change results in any increase of safety risk that is considered "unacceptable" per the ASP. If safety risk is determined to be elevated as a direct consequence of the change, the SMS Steering Committee must jointly develop, implement, review, track, and oversee corresponding mitigations, in close coordination with the CSSEM and in accordance with the Management of Change procedures referenced in the ASP. The mitigation monitoring processes must be recorded in sufficient detail in the meeting minutes.

In the event a risk mitigation for a qualifying system, program, or project cannot be implemented by the SMS Steering Committee to maintain or reduce safety risk to a level lower than "unacceptable," the matter will then be elevated to the full Executive Leadership Team as soon as practicable for final disposition. The final results are recorded by the Safety Department.

## 2.2 SMS Subcommittees

Each SMS Subcommittee exists to focus on key aspects of critical safety, security, and emergency management areas of the RTA, which will then report the results of each subcommittee meeting to the CCSEM.

### 2.2.0 SMS Subcommittee Membership

Each SMS Subcommittee will be chaired by a Director assigned to the Safety, Security, and Emergency Management (SSEM) Department and co-chaired by a Director outside of the SSEM department. This will ensure that each SMS Subcommittee and its work is



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managed under the requirements of the ASP and applicable policies, plans, and procedures for the committee. Additionally, the CSSEM has a direct line of communication with each Director serving on each SMS Subcommittee to receive updates to provide the SMS Steering Committee and ELT.

### 2.2.1 Meeting Frequency

SMS Subcommittee meetings should be convened on an appropriate frequency based on local/department needs and the safety criticality of agenda items to be discussed, but not less than quarterly.

### 2.2.2 Duties and Responsibilities

The SMS Subcommittee chairs are responsible for setting and distributing meeting agendas, keeping minutes, leading meetings, and providing copies of all meeting materials to senior leadership (as applicable) and to the Safety Department for their records.

Agendas should be distributed to employees and contractors at least seven (7) days in advance of each meeting.

The SMS Subcommittee is responsible for identifying, assessing, reviewing, and elevating hazards to the SMS Steering Committee's attention (as appropriate). In addition, any system changes that may have a potential impact on system safety should also be elevated to the SMS Steering Committee.

Employees and contractors are encouraged to report any safety issue or hazard to either their respective SMS Subcommittee chair or any representative of the LMSC. All hazards that are discussed in SMS subcommittee meetings shall be added to the department's hazard log and routed to the Safety Department in a timely manner, consistent with the ASP and/or departmental hazard management SOPs.

If any agenda item or hazard to be discussed in the SMS Subcommittee meets any reporting thresholds dictated by the SSO's Program Standard and Procedures, the CSSEM will be responsible for notifying the SSO as early as practicable.

### 2.3 Labor-Management Safety Committee (LMSC)

The LMSC consists of equal representation of front-line employees and non-represented management in accordance with federal requirements (49 U.S.C. Section 5329(d) as amended by the Bipartisan Infrastructure Law).

The advantage of a joint committee is that the in-depth practical knowledge of specific tasks which front-line staff possess is brought together with the strategic direction and



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knowledge of company policies and procedures that reside with management. Another significant benefit is the enhancement of cooperation among all parts of the workforce toward identifying and resolving occupational health and safety concerns.

### 2.3.3 Membership

The official LMSC roster ensures an equal representation of front-line personnel and RTA management and complies with federal requirements related to labor-management safety committees:

- Labor representatives (6)
  - Amalgamated Transit Union (ATU) Local 1560 President
  - ATU Local 1560 Vice President
  - ATU Local 1560 Representative to be determined by ATU Local 1560
  - International Brotherhood of Electrical Workers (IBEW) Local 1700-4 President
  - IBEW Local 1700-4 Vice President
  - IBEW Local 1700-4 Representative to be determined by IBEW Local 1700-4
- RTA management representatives (6)
  - 6 RTA Directors or Managers designated by the CSSEM.
- SSO Program Manager (ex-officio member)

The RTA management representation is subject to change. The Executive Leadership Team reserves the right to adjust and will give notice to the co-chairs as soon as practicable.

All members must be employed and in good standing during their entire tenure on the Committee. In the event of any employment status change of any member, the remaining representatives from the respective party (labor/management) must identify a replacement no later than the next scheduled meeting and notify the full LMSC and the CSSEM accordingly.

The SSO Program Manager or designee serves as an ex-officio member and is non-voting.

As chair of the SMS Steering Committee, the CSSEM serves as ex-officio member and is non-voting.

Each co-chair may identify and invite other ex-officio members from either side who are strictly non-voting.

Other staff are welcome to participate in meetings, however, they are non-voting.



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Comments will be limited in a manner mutually agreed upon by the co-chairs, such as reserving comments to the end of the meeting and instituting a time limit.

Members are not considered “key SMS personnel” in the ASP; therefore, compliance with the SMS training provisions of 49 CFR Part 672 do not apply. However, given the Committee’s SMS-related duties and responsibilities and ASP approval authority all LMSC voting members are highly encouraged to complete, at a minimum, the Transportation Safety Institute (TSI) course entitled, “SMS Awareness.” A link to FTA’s Safety Training web page, including more detailed information on this course, is provided in Section 5.0 - References.

### 2.3.2 Leadership of the LMSC

The LMSC elects one roster member from the labor representation and one roster member from the RTA management to serve as equal co-chairs for a term of two (2) years. Labor leadership terms alternate between union teams unless a union votes to defer their two-year term. Elections will be held within the first quarter of every odd year. Interim chairs will be selected in any partial term for the respective party (labor/management).

Upon any election of chairs or the naming of an interim chair, the LMSC must forward the names to the CSSEM.

The chair may voluntarily step down at any time in which case an election must be held no later than the next scheduled meeting.

### 2.3.3 Meeting Frequency

LMSC meetings are convened quarterly. The co-chairs will determine an appropriate schedule and will coordinate with each member to ensure full participation. Meetings must not conflict with SMS Steering Committee Meetings.

### 2.3.4 Voting

Voting membership is limited to the above identified twelve (12) representatives. Resolutions, formal reviews of RTA plans, policies, and procedures, and other official Committee actions will be decided through simple majority. Proxy members are not permitted for either side (labor/management).

In the event of a disagreement or tie on any official Committee action for which a vote is called, the co-chairs will follow this process in good faith:

- The co-chairs will mutually and collaboratively attempt to resolve the matter during the meeting.





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- If unsuccessful, the matter will be forwarded by the co-chairs to the SMS Steering Committee. It will be taken up in the next SMS Steering Committee meeting or in a separate meeting if agreed upon by all members. Each co-chair will be given an opportunity to present the issue on behalf of their party should they wish to do so.
- The chair of the SMS Steering Committee will either call for a vote to resolve the matter or elevate the matter to the full Executive Leadership Team if he/she deems it necessary.
- If a vote is called, it is considered to have settled the matter and it is recorded in the minutes. The results are forwarded to the LMSC.
- If elevated to the full Executive Leadership Team, the CEO will determine the appropriate course of action in consultation with other members of the SMS Steering Committee. Results are forwarded to the LMSC.
- One or both collective bargaining units represented in the LMSC may choose to exercise their rights to issue a written grievance against the company pursuant to the respective Collective Bargaining Agreement(s) [CBA(s)]. The company will discuss the grievance(s) with the respective union president or presidents at a mutually convenient time within seven (7) working days after knowledge of the disagreement or tie.
- If unsuccessful, the provisions of the respective CBA will prevail.

### 2.3.5 Duties and Responsibilities

Pursuant to federal requirements (49 U.S.C. Section 5329(d) as amended by the Bipartisan Infrastructure Law (BIL)), the LMSC, along with the CSSEM, is responsible for:

- identifying and recommending risk-based mitigations, strategies, or reduction programs necessary to reduce the likelihood and severity of consequences identified through any risk assessment conducted under (RTA's) SMS;
- identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and
- identifying safety deficiencies for purposes of continuous improvement.
- assist with identifying and setting targets for eight safety risk reduction measures, based on a three-year rolling average of data reported to the National Transit Database.



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- support compliance monitoring, data reporting, and analysis requirements for transit agencies serving urbanized areas with populations of 200,000 or more.

The LMSC receives information regarding hazards, risk assessments, and mitigations from any or all of the following: Safety Department hazard log (as presented to SMS Steering Committee), other SMS Steering Committee materials such as meeting minutes, Safety Department updates published on the company intranet, and committee meeting minutes.

Additionally, the LMSC must review and approve the draft ASP once annually, or otherwise when a revision is deemed necessary by the Executive Leadership Team and forwarded to the LMSC, in accordance with the ASP Revision SOP.

The LMSC co-chairs will administer a review and vote for approval (by simple majority) that coincides with a regular quarterly meeting to the extent possible. The CSSEM will coordinate with LMSC co-chairs to ensure ample time is allotted for the draft ASP review.

If deemed necessary and mutually agreed upon by the co-chairs, a special meeting will be held at the earliest opportunity for this purpose.

In accordance with federal requirements, the LMSC must approve the draft ASP prior to it being considered by the RTA Board of Commissioners for final adoption. The ASP Revision SOP contains specific criteria which will be used by committee members to determine whether or not to approve the draft ASP.

The LMSC co-chairs share the responsibility of setting and distributing meeting agendas, keeping minutes, leading meetings, and providing copies of all meeting materials to senior leadership (as applicable) and to the CSSEM for SMS record-keeping.

Agendas should be distributed to employees at least seven (7) days in advance of each meeting.

#### 2.3.6 Coordination with SMS Steering Committee

The CSSEM serves as an ex-officio member of the LMSC. In this capacity, he/she or a designee attends meetings to provide technical assistance and to provide updates on behalf of the SMS Steering Committee. Additionally, the CSSEM will provide the most recently approved meeting minutes from the SMS Steering Committee as reference. To the extent practicable the CSSEM will provide such minutes at least eight (8) days in advance of the LMSC meeting to enable LMSC co-chairs to attach them to the agenda should they wish to do so.



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### **3.0 OTHER SAFETY COMMITTEES**

Other safety focused committees are convened on an as-needed basis, in accordance with departmental policies, procedures, and/or in response to specific projects, programs, or initiatives. To the extent practicable, designated leadership of official RTA safety committees are expected to invite, collaborate with, and report critical agenda items to the CSSEM or his/her designee.

#### **3.1 Safety and Security Certification Review Committee (SSCRC)**

Implementation of RTA's Safety and Security Certification (SSC) Program requires a cross-departmental committee—the Safety and Security Certification Review Committee (SSCRC)—focused on the safety and security certification of major capital projects and other projects deemed by RTA management to require a thorough safety, security, and emergency management review. The SSCRC is a subcommittee of the SMS Steering Committee and meets only when a qualifying project is identified by the SMS Steering Committee chair. The SSCRC is chaired by a Director from the Safety, Security, and Emergency Management Department and a Director from the Planning and Capital Projects Department.

#### **3.2 Fire-Life Safety Committee (FLSC)**

The FLSC is a cross-functional team that meets on an as-needed basis at the direction of the Executive Leadership Team to review, update, adopt, and implement fire and life safety procedures at all RTA facilities. Revisions to company plans and procedures related to fire and life safety are typically administered by the Director of Emergency Management in close coordination with FLSC members and other department representatives. The Fire-Life Safety Committee is chaired by a Director from the Safety, Security, and Emergency Management Department and a Director from the Asset Management Department.

#### **3.3 Configuration Management Committee (CMC)**

The CMC focuses on maintaining the RTA's Configuration Management process. This includes maintaining all policies and procedures on configuration management, change control oversight, configuration baseline management, configuration component identification, and participating in Internal Safety Management Audits when required by the RTA's ASP. This committee is co-chaired by a Director from the Asset Management Department and a Director from the Safety, Security, and Emergency Management Department.

### **4.0 FLOWCHART**

N/A



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## **5.0 REFERENCES**

- Agency Safety Plan
- Agency Safety Plan Revision SOP
- Safety and Security Certification Plan (SSCP)
- MOC Procedure
- Safety Management Policy (SAF3)
- FTA Safety Training Requirements web page (<https://www.transit.dot.gov/regulations-and-guidance/safety/safety-training>)
- Subcommittee Charters (add all three)

## **6.0 ATTACHMENTS**

1. Safety Committee Organizational Chart
2. Agenda Template
3. Sign-in Sheet

## **7.0 PROCEDURE HISTORY**

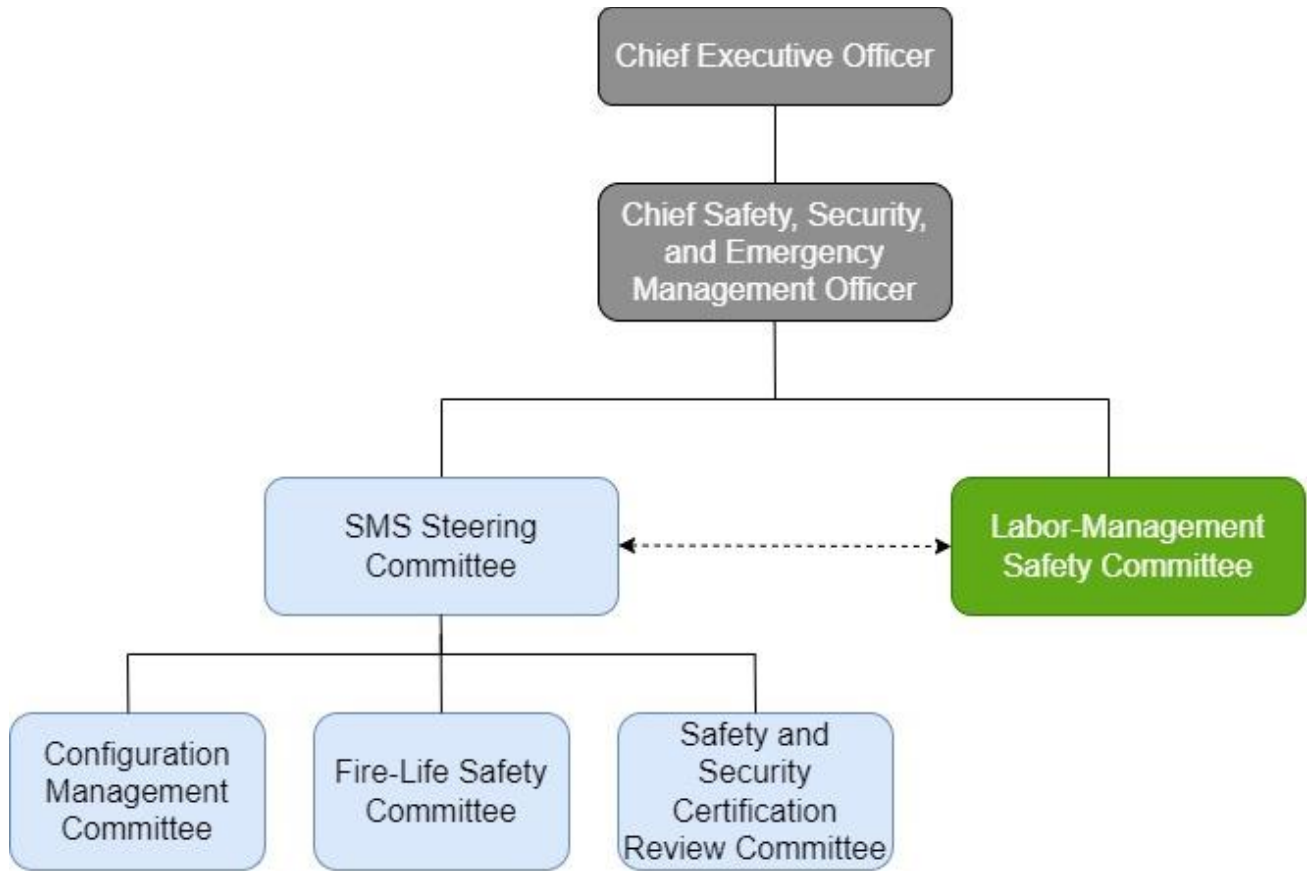
Supersedes SOP 004-001 – Safety Committee Structure  
8/18/2021 Final Executive Committee approval granted  
8/24/2021 Final Board approval granted  
6/9/2022 Final Executive Committee approval granted  
6/26/2022 Final Board approval granted  
12/6/2023 Updated to revise Safety Committee Structure  
1/11/2024 Updated to revise Safety Committee Structure

## **8.0 SPONSOR DEPARTMENT**

Safety



Attachment 1 – Safety Committee Organizational Chart





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## Attachment 2 – Committee Agenda Template Committee Meeting Agenda

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

### Safety Contact

**Topic 1:** Review of Locally Identified Hazards or Safety Concerns (Safety Risk Management)

- *Discussion Point list with bullets*

**Topic 2:** Review of Previously Elevated Hazards or Safety Concerns (Safety Risk Management)

- *Discussion Point list with bullets*

**Topic 3:** Review of Existing Safety Risk Mitigations (Safety Assurance)

- *Discussion Point list with bullets*

*Topic 4: Title of Topic*

- *Discussion Point list with bullets*

*Topic 5: Title of Topic*

- *Discussion Point list with bullets*

### Open Discussion

### Adjourn



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### Attachment 3 – Sample Committee Sign-In Sheet

Date: Meeting Sign-in Sheet

Name and Badge Number	Department/Company
1	_____
2	_____
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