



City of Gardena - GTrans
Public Transit Agency
Safety Plan (PTASP)

Updated September 27, 2022

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Transit Agency Information

Transit Agency: City of Gardena – GTrans
(Hereafter referred to as “Agency”)

Transit Agency Address: 13999 S. Western Avenue, Gardena, CA

Accountable Executive: Director of Transportation

Chief Safety Officer: Transit Training & Safety Supervisor

Modes of Service Cover by the PTASP: Fixed Route and Dial-a-Ride Services

List of FTA Funding Received: 5307


The Agency does provide transit services to another transit agency or service.

Other Transit Agency / Entity Served	Address	Description of the Arrangements
Los Angeles County	500 W Temple St., Los Angeles, CA 90012	Dial-A-Ride
City of Hawthorne	4455 W. 126th St., Hawthorne, CA 90250	Dial–A-Ride

Plan Development, Approval, and Updates

Development

The City of Gardena's GTrans (GTrans) chose to develop its PTASP rather than adopt a PTASP developed by the California Department of Transportation. By signature below, the Accountable Executive confirms the development this plan.



Accountable Executive



Date Signed

Approval

The City of Gardena City Council approved this plan as so indicated in the City Council minutes contained in Appendix E.

Certification

The California Department of Transportation, Division of Rail and Mass Transportation (DRMT), in its *2019 State Management Plan for Federal Transit Programs* encourages all direct recipients of 5307 funds to develop and certify their own PTASP. The California DRMT also states in its *2019 State Management Plan for Federal Transit Programs*, "After July 20, 2020, each agency that is required to develop a PTASP will have to certify with the FTA in their Annual Certifications and Assurances that they have met requirements of the Rule. The PTASP's and the process employed to develop/deploy them will be audited by the FTA during each agency's Triennial Performance Review."

Based on the direction provided by the DRMT, the Agency's City Council will certify its PTASP, and rely on the FTA to certify the PTASP during the GTrans' Annual Certifications and Assurances that requirements of the Rule have been met. GTrans understands that the PTASP and the process employed to develop/deploy it will be audited by the FTA during our Triennial Performance Review.

GTrans' FY 2023 Plan update was certified by the City Council, on September 27__, 2022, as is attested to by the meeting minutes of the September 27__, 2022 City Council meeting which can be viewed in Appendix E.

Record of Revisions

A table that records the history of revisions made to the GTrans' PTASP is contained in Appendix H of this document. The history of the changes was placed in the appendix to help preserve the page numbering to the extent possible.

Annual Review and Update of the Public Transportation Agency Safety Plan (PTASP)

GTrans' PTASP will be reviewed by the PTASP Committee:

- Annually, each year in June.
- And when GTrans:
 - Determines its approach to mitigating safety deficiencies is ineffective;
 - Makes significant changes to service delivery;
 - Introduces new processes or procedures that may impact safety;
 - Changes or re-prioritizes resources available to support Safety Management Systems; and/or
 - Significantly changes its organizational structure.

Revisions will be submitted to the City Council at its September meeting for approval. Amendments to the PTASP will be published to the employees and the public at large in accordance with GTrans' standard communication process (as indicated on Page 14 - Safety Communication).

GTrans' PTASP Committee will consist of the Accountable Executive, Chief Safety Officer, Transit Operations Manager, Transit Operations Officer, Transit Admin Analyst, Human Resources Admin Analyst, Facilities Supervisor, Transit Systems Analyst, and Senior Accountant.

Safety Performance Targets

GTrans will develop safety performance targets that will be reviewed and updated annually. The specific performance targets are based on the safety performance measures established under the *National Public Transportation Safety Plan* and any additional performance goals GTrans sets.

Safety Performance Targets

GTrans has set the following Safety Performance Targets (SPTs) to meet those specified by the National Public Transportation Safety Plan. The performance goals for reportable¹ fatalities, injuries and safety events are measured against total Vehicle Revenue Miles (VRM) per mode of transit service. Per the National Public Transportation Safety Plan, “Measuring the number of fatalities over vehicle revenue miles, by mode, provides a fatality rate from which to assess future performance.”

The System Reliability performance measure is a measure of the mean (the average) distance between major mechanical failures by mode.

Mode of Transit Service	Fatalities (Total)	Fatalities (Per 100K VRM)	Injuries (Total)	Injuries (Per 100K VRM)	Safety Events (Total)	Safety Events (Per 100K VRM)	System Reliability (VRM/Failures)	Annual VRM (Total)
Fixed Route	0	0.0	10	.59	1	0.06	6,000	1,700,000
Dial-A-Ride	0	0.0	0	0.0	0	0.0	64,000	64,000

Safety Performance Target Coordination

The California DRMT, in its *2019 State Management Plan for Federal Transit Programs* encourages all direct recipients of 5307 funds to develop and certify their own PTASP. The California DRMT also states in its *2019 State Management Plan for Federal Transit Programs*, “After July 20, 2020, each agency that is required to develop a PTASP will have to certify with the FTA in their Annual Certifications and Assurances that they have met requirements of the Rule. The PTASP’s and the process employed to develop/deploy them will be audited by the FTA during each agencies Triennial Performance Review.”

¹ The thresholds for “reportable” fatalities, injuries, and safety events are defined in the NTD Safety and Security Reporting Manual.

Targets Transmitted to the State

Transit providers must make their SPTs available to their State and Metropolitan Planning Organizations (MPOs) (§ 673.15(a)). Transit providers also must coordinate with States and MPOs in the selection of State and MPO safety performance targets, to the maximum extent practicable (§ 673.15(b)). During this coordination process, to ensure consistency across the transportation modes represented in the state/regional planning process, States and MPOs may request that transit agencies use specific time periods for “total number” SPTs and specific VRM values for “rate” SPTs. The Chief Safety Officer will be responsible for coordinating GTrans’ Safety Performance Targets with the State and appropriate MPO. For the State of California, the contact for the SSO is listed in the table below.

State Entity Name	Date Targets Transmitted
Brian Travis CalTrans Email: brian.travis@dot.ca.gov	January 6, 2021

Targets Transmitted to the Metropolitan Planning Organization(s)

Metropolitan Planning Organization Name	Date Targets Transmitted
Priscilla Freduah-Agyemang Senior Regional Planner, Transit/Rail Southern California Association of Governments (SCAG) 900 Wilshire Blvd., Ste. 1700 Los Angeles, CA 90017 Tel: (213) 236-1973 Email: agyemang@scag.ca.gov	January 6, 2021

Safety Management Policy

Safety Management Policy Statement

City of Gardena GTrans will maintain an active Safety Management System (SMS) that encourages the open sharing of information on all safety issues. We expect our employees to report their safety concerns to agency management. No employee will be asked to compromise safety to “get the job done.”

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount. Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations.

To that end, we will continuously examine our operations for hazards. We will establish a non-punitive employee safety reporting program, train staff on safety management, document our findings and safety risk mitigations, and strive for continuous improvement of our safety performance.

As required by the Federal Transit Administration, we have established annual safety performance targets to help us measure the safety of our transit service. In addition, to address our overall safety objective, we will conduct hazard identification workshops with all frontline, supervisory, and management personnel during this calendar year. We will also work to increase the annual number of voluntary reports received from employees and actively track our safety risk mitigations. To ensure we meet this objective, our safety department will report out each quarter to our entire agency on the number of:

- Hazard identification workshops carried out in the quarter;
- Number and type of hazard reports received per employee in the quarter versus the same quarter last year; and
- Number and type of safety risk mitigations implementation in the quarter.

Ultimate responsibility for safety at City of Gardena GTrans rests with the Accountable Executive.

Responsibility for making our operations safer for everyone lies with each one of us – from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and will be held accountable to ensure all reasonable steps are taken to perform activities established as part of the SMS.

Safety Management Policy Communication

The Safety Management Policy is posted on the GTrans' website, building lobby, employee break rooms, and rider guide (will direct riders to the policy statement on our website). The Safety Management Policy was first shared with employees on September 15, 2020. Additionally, GTrans introduced the new/revised Safety Management Policy to the public in the following manner: it was taken to the City Council and then posted on the GTrans' website.

Authorities, Accountabilities, and Responsibilities

Accountable Executive

Our Accountable Executive reviewed the draft policy once it had been developed by our agency. Comments on and recommended changes were taken into account when the final document was developed. The Accountable Executive then submitted the policy to the Gardena City Council for approval. Once their approval was given, the Accountable Executive signed the policy. Additional responsibilities include, but are not limited to:

- Decision-making about resources (e.g. people and funds) to support asset management, SMS activities, and capital investments;
- Signing SMS implementation planning documents; and
- Endorsing SMS implementation team membership.

Chief Safety Officer

Our Chief Safety Officer was the lead in developing the Safety Management Policy. Our Chief Safety Officer worked with the Accountable Executive, Transit Operations Manager, Transit Operations Officer, Transit Admin Analyst, Human Resources Admin Analyst, Facilities Supervisor, Transit Systems Analyst, Senior Accountant, and CalTIP Risk Manager to develop the plan. Our Chief Safety Officer was the team's liaison with the Accountable Executive. The Chief Safety Officer's duties include, but are not limited to:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive and City Council on SMS implementation progress;
- Planning safety management training;
- Managing the GTrans' Employer Pull Notice (EPN) program;
- Managing the GTrans' security program;
- Managing the NTD reporting;
- Managing the GTrans' required compliance programs, such as the SSPP program

Agency Leadership and Executive Management

Maintenance Manager

Responsible for: the providing vehicle maintenance data including frequency and cost of materials and labor for in-house repairs; participate on the PTASP Committee; ensuring the identifications of hazards within their areas of responsible; ensuring corrective measures are implemented; and ensuring employees receive safety information and training.

Origination: September 2020

Updated: September 2022

Operations Manager	Responsible for: providing accident data and investigation results; ensuring driver evaluation are conducted and the results reviewed; implementation of safety campaigns; ensuring identification and correction of bus stop hazards; ensuring employees receive safety and training information; and participation in the PTASP Committee.
Transit Operations Officer	Responsible for: monitoring and ensuring compliance with all operational and maintenance requirements; developing policies and procedures to ensure safe operations; developing service routes and the timing associated with those routes; participating in the City's Emergency Operations planning committee; and participation in the PTASP Committee.
Facilities Supervisor	Responsible for: ensuring compliance with regulations and the safety of the fueling station; ensuring identification and correction of bus stop hazards; managing hazardous waste storage and disposal; ensuring compliance with environmental regulations; ensuring compliance with building and fire code requirements; ensuring the identifications of hazards within their areas of responsible and ensuring corrective measures are implemented; ensuring section employees receive safety information and training; and participation on the PTASP Committee.
Transit Systems Analyst	Responsible for: providing data and security information collection and/or analytical programs; ensuring the Agency's ability to record and download safety and security videos; and participation on the PTASP Committee as needed.
Transit Administrative Officer	Responsible for: providing insurance costs, and experience modification; public dissemination of PTASP required information.
Human Resources Manager	Responsible for: providing employee turnover number; employee injury and illness experience; managing the drug and alcohol program compliance; ensuring compliance with the Agency's employee selection; and participation on the PTASP Committee as needed.
Union Leadership	Responsible for: providing information and input regarding safety issues of which they become aware

Key Staff

Trainers

Responsible for: the providing driving training to employees and new drivers; pass/fail rates for new drivers, providing accident data and investigation results; ensuring driver evaluation are conducted and the results reviewed; implementation of safety campaigns; ensuring identification and correction of bus system hazards; ensuring employees receive safety training annual an ask needed.

Safety Committee

GTrans conducts regular Safety Committee meetings on a monthly basis. The GTrans Safety Committee currently consists of 18 members. The membership is represented by 9 frontline employees and 9 management employees. The role of the committee is to review the status of programs, projects and activities designed to maintain the safety of employees and customers. The Safety Committee also identifies potential safety hazards and provides possible solutions to mitigate hazards. The Safety Committee also reviews annual updates to the PTASP plan.

Employee Safety Reporting Program

Employees are encouraged to provide ideas, concerns, or suggestions for improved safety in the workplace, in regard to their transit vehicles, and along their service routes. These safety concerns can be raised with supervisors, Management, or members of the Safety Committee. Reports and concerns about workplace safety issues may be made anonymously using the Hazard Report Form found in Appendix G. Methods of self-reporting include:

- Hazard Report Form
- Employee suggestion boxes;
- Verbal or written report to a Safety Committee member;
- Safety Committee meetings;
- Bus operator, Maintenance, and supervisory team meetings;
- Reports issued to Dispatch over the radio system.

All reports can be made without fear of reprisal. All suggestions will receive prompt follow-up by the Safety Committee or Management. Safety Committee meeting minutes will be posted on employee bulletin boards, and actions to be taken as a result of Safety Committee review will also be presented at bus operator Quarterly Safety meetings, Maintenance Tailgate meetings and GTrans All-Hands staff meetings to increase employee safety awareness about the causes and prevention of accidents, and the identification and correction of physical hazards.

Safety Risk Management

Safety Risk Management Process

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards include but are not limited to:*
 - Results of the TAM Asset Condition Assessments
 - Facilities Inspections
 - Bus Stop Inspections
 - Pre-Trip Vehicle Inspections Reports (DVIR)
 - Routine Maintenance Vehicle Inspections
 - Employee Observations and Near Miss Reports
 - Federal Transit Authority Notices and Announcements
 - Industry Publications
 - Driver Evaluations
 - Customer Complaints
 - Trends in the Cost of In-house Repairs
 - Third Party Administrators for Workers' Compensation and for Liability Claims
 - Cal-OSHA Lost and Restricted Days Reported on the Cal-OSHA 300

Inspections are conducted and are an important source of information about hazards. Results from these inspections also help us identify areas where mitigations designed and adopted to manage safety risk are not being carried out as required. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns or issues. Inspections focus on:

- Rules compliance checks, which may identify:
 - Non-compliance with safety rules;
 - Challenges in complying with safety rules; and
 - Emerging practices
- Operations personnel fitness-for-duty checks, which may identify:
 - Impairment;
 - Fatigue;
 - Absence of corrective lenses;
 - Apparent injuries; and
 - Uniform or equipment issues
- Radio or digital communication checks, which may identify radio failures, dead spots, and areas of high interference
- CDL and driver citations checks (EPN), which may identify driver non-compliance with driving regulations and requirements
- Pre-trip inspections, which may identify instances of a bus beginning revenue service after failing a pre-trip inspection

- Vehicle inspection, which may identify a series of defects in components and parts with the potential to impact the safety performance of the vehicle
- Facilities inspections, which may identify conditions with the potential to impact safety
- *Safety Risk Assessment:* As safety concerns, hazards and losses become known via GTrans' hazard identification and claims information systems, as previously noted, we will track them using the FTA Hazard Assessment Tool. The risk matrix used by GTrans is illustrated in Appendix F. The Chief Safety Officer will enter the initial information on the hazard identification worksheet, and then the PTASP Committee will work together to identify current mitigation measures, assign a risk rating using the FTA Hazard Assessment Tool, and then investigate to identify any feasible actions that could further mitigate the risk of loss. The new mitigation measures will be recorded in the FTA Hazard Assessment Tool, the appropriate management personnel will be assigned to implement the corrective and mitigation measures, and the PTASP committee will continue to monitor the effectiveness of the mitigation and corrective measures using the assurance measures described in this policy.
- *Safety Risk Mitigation:* GTrans will use the adapted hierarchy of controls found in Appendix C to evaluate and implement the appropriate feasible controls, and will use a bow tie risk analysis method, illustrated in Appendix D to determine where the control should be placed to either prevent or mitigate the loss.

Strategies to Reduce Exposure to Infectious Diseases

In accordance with Federal, state, and local public health mandates, GTrans has implemented the City of Gardena's COVID-19 Prevention Program effective November 30, 2020. The COVID-19 Prevention Program provides guidance in the following areas:

- Systems for communicating with city employees
- Identifying, evaluating, and correcting Covid-19 hazards at city worksites and in passenger vehicles
- Training and instruction of city employees
- Physical distancing guidelines
- Cleaning and disinfecting procedures
- Use of Personal Protective Equipment (PPE)
- Reporting and recordkeeping procedures

Strategies to Reduce the Risk of Accidents, Injuries and Assaults

GTrans has undertaken several actions designed to reduce factors that can contribute to vehicle accidents, including enhanced observation of bus operator driving habits, identifying potential hazards in the physical environment, and reducing visibility impairments for bus operators that contribute to accidents. GTrans has also enhanced training and installed safety equipment on our buses, and have scheduled implementation of additional safety-related measures to improve bus operator safety.

Actions that have been implemented or and scheduled for implementation during the upcoming fiscal year include the following:

- Coordination with local law enforcement in increasing vehicle checks and in development of on-board surveillance operations
- Relocation of bus mirror placement in the upcoming procurement of Eldorado CNG buses
- Implemented a Follow Behind Program for road supervisors to reduce the risk of vehicle accidents
- Road Supervisors reassigned to Zone coverage
- Provided Active Shooter training for frontline employees
- Installation of barriers to restrict the unwanted entry of individuals and objects into the drivers' area
- Budgeted funds for new program providing enhanced roving field security
- Developed Passenger Code of Conduct for planned implementation in FY2023
- Bus operators provided with Assault Awareness Training. This training is scheduled for maintenance and supervisory staff in FY 2023.
- Instituted new Altercation Policy for transit worker safety

Upcoming improvements include ability to visually track transit vehicles and enhanced covert alarms on vehicles using CAD/AVL technology, and implementation of a new radio system to improve communications in FY 2023.

De-Escalation Strategies

GTrans has increased focus on the reduction of interactions between GTrans staff and customers that could escalate into verbal and physical altercations. One of the primary target areas has been to train staff on methods of de-escalation and conflict resolution. In 2019 GTrans engaged the Red Kite Project team to provide bus operators with conflict resolution training designed to equip frontline staff with tools and inter-personal skills to reduce the potential of altercations and to enhance safety. This program is on-going with additional de-escalation training scheduled to be conducted in 2022.

Safety Assurance

Safety Performance Monitoring and Measurement

GTrans will monitor a variety of activities to ensure hazards have been corrected and the mitigations were effective. GTrans will use leading indicators activity performance, such as: the number of inspections required versus those completed, training rates, driver evaluation trend reports, and other safety reporting programs within its reporting programs.

GTrans will use a variety of lagging indicators to determine the completion, effectiveness, and appropriateness of mitigation action, including, but not limited to: worker and liability loss trends, customer complaint trends, and establishing a formal system that requires an assessment of the effectiveness of corrective actions previously implemented; these will vary based on how the hazard corrected was identified and/or how the solution was determined.

GTrans will follow its Injury and Illness Prevention Plan (IIPP) protocols for the investigations of losses.

GTrans will monitor: its IIPP anonymous employee reports; its transit near-miss reporting; its Transit Asset Management Program findings; employee injury statistics; and customer complaints to determine the effectiveness of its safety plan.

Management of Change

GTrans has fewer than 100 vehicles during peak service periods; therefore, we are exempted from this requirement.

Continuous Improvement

GTrans has fewer than 100 vehicles during peak service periods; therefore, they we are exempted from this requirement.

Safety Promotion

Competencies and Training

GTrans requires employees and contractors, including the Chief Safety Officer, to complete training to be able to fulfill their safety-related roles and responsibilities. Initial training will be completed at hire/assignment, and refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, and when new hazards are identified and mitigation measures are developed.

Safety Communication

GTrans will communicate safety and safety performance information throughout the organization and community using the following methods of communication:

- GTrans' website
- Safety Meetings
- Safety Training
- Safety Bulletin Boards – these are available in public access areas and employee breakrooms
- Safety and/or Company Newsletters
- Posters
- Pre-Shift Tailgate Meetings
- Bulletins and Information Flyers Posted in the Buses
- Monthly Staff Reports to the City Manager
- Quarterly, Semiannual, or Annual Reports to the City Council.

Appendix A – Glossary of Terms

Term	Definition
Accident	<p>Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)</p>
Accountable Executive	<p>§ 673.5 Definitions – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency’s Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency’s Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the agency’s Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.</p> <p>§ 673.23(d)(1) – The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency’s SMS is effectively implemented throughout the agency’s public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency’s SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency’s safety performance cannot be delegated and always rests with the Accountable Executive.</p>
Chief Safety Officer	<p>§ 673.31 Definitions – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency’s chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p> <p>Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.</p> <p>§ 673.23(d)(2) – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency’s SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p>

Term	Definition
Consequence	Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself (per § 673.5)
Event	Event means any Accident, Incident, or Occurrence. (per § 673.5)
Fatalities	Deaths, excluding suicides or trespassers
Hazard	Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazards are conditions. (per § 673.5)
Incident	Incident means an Event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per § 673.5)
Injuries	Not including assaults or injuries due to crimes
Occurrence	Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per § 673.5)
Performance Target	Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA). (per § 673.5)
Safety Event	Reportable derailments, collisions, fires, and evacuations.
Safety Performance Target	Safety performance target means a Performance Target related to safety management activities. (per § 673.5)
Serious Injury	Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per § 673.5)

Appendix B – NTD Safety & Security Quick Reference Guide

2020 NTD Safety & Security Quick Reference Guide – Non-Rail Mode Reporting

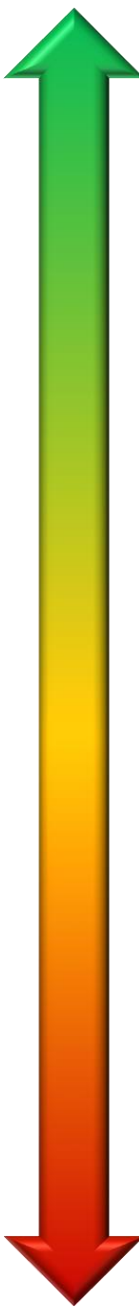
Reportable Event: A safety or security event occurring: on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit-related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.

Alaska (AR) and Commuter rail (CR) modes report only SECURITY events that meet a Major event threshold.

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<p>An event meeting the reportable event definition AND meeting <u>one or more</u> of the following reporting thresholds:</p> <ul style="list-style-type: none"> • A fatality confirmed within 30 days (including suicide) • An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events) • Estimated property damage equal to or exceeding \$25,000 • An evacuation for life safety reasons • Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle <p>Reports are due within 30 days of the date of the event.</p>	<p>Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that are NOT a result of a collision, evacuation, security event, hazmat spill, or Act of God, and non-major fires. Other Safety Occurrence Not Otherwise Classified (OSONOC):</p> <ul style="list-style-type: none"> • Single injury event requiring transport away from the scene for medical attention (<i>do not report “minor” collisions on S&S-50</i>) <p>Fires:</p> <ul style="list-style-type: none"> • Requiring suppression that do not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more</i>. <p>Reports due by the end of the following month (e.g., January data due by end of February)</p>

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
<ul style="list-style-type: none"> • Collision (including suicide/attempted suicide) • Fire • Hazardous material spill (requires <i>specialized</i> clean-up) • Acts of God (nature) • System security: <ul style="list-style-type: none"> ○ Arson ○ Bomb threat/bombing ○ Burglary / Vandalism ○ Chemical/biological/radiological/nuclear release ○ Cyber security event ○ Hijacking ○ Sabotage ○ Suspicious package ○ Other security event (shots fired, projectiles, etc.) • Personal Security: <ul style="list-style-type: none"> ○ Assault ○ Homicide ○ Suicide or Attempted Suicide (no transit vehicle involved) ○ Robbery ○ Larceny/theft ○ Motor vehicle theft ○ Rape ○ Other personal security events (perpetrator tazing) • Other Safety Occurrences Not Otherwise Classified (OSONOC) (two injuries and/or another threshold) Miscellaneous events that meet a threshold 	<p>Other Safety Occurrence Not Otherwise Classified (OSONOC):</p> <p>Injury due to:</p> <ul style="list-style-type: none"> • Slip/Trip • Fall <ul style="list-style-type: none"> ○ Including person making contact with a non-moving transit vehicle • Injury to maintenance workers • Boarding/alighting • Abrupt or evasive transit vehicle maneuvers • Mobility device (e.g. wheelchair) securement issues • Injury sustained on a mobility device lift • Stairs/elevator/escalator injury <p>Fire:</p> <ul style="list-style-type: none"> • Requires suppression but no major threshold is met • Small fire on in transit station • Small engine fire on transit vehicle

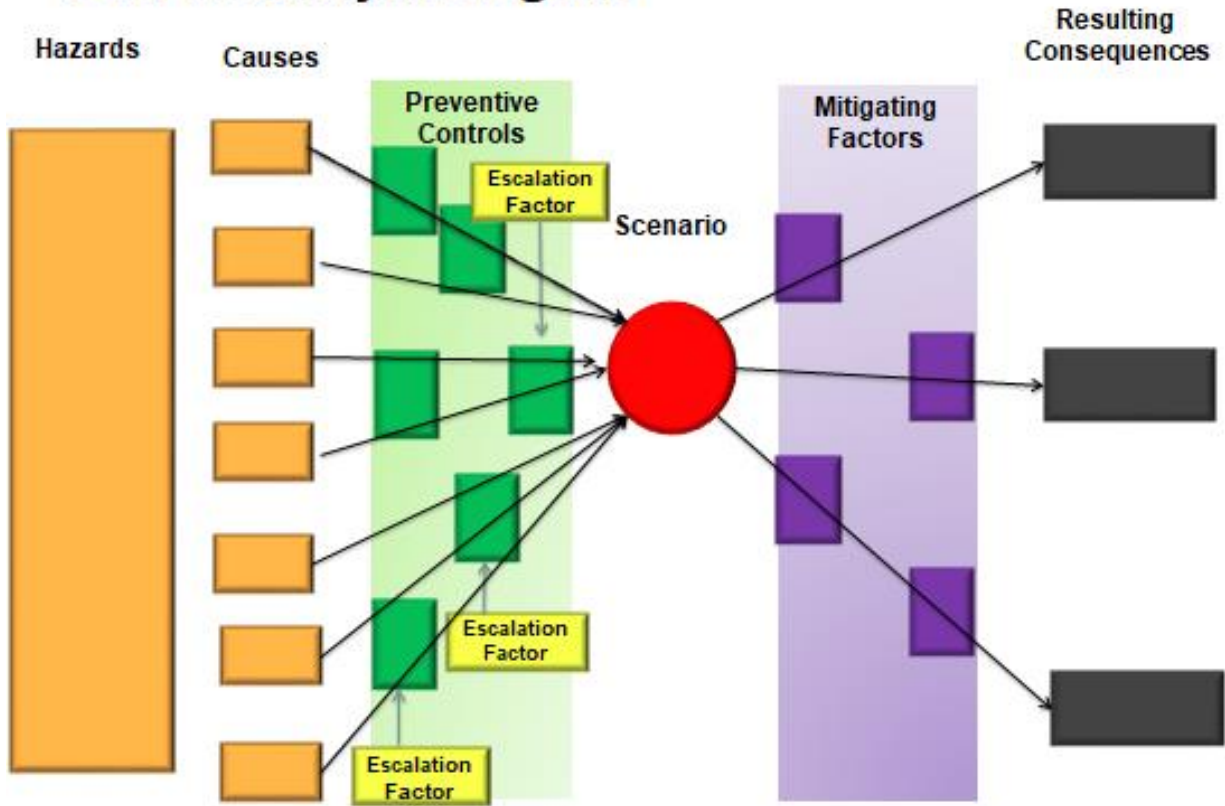
Appendix C - Hierarchy of Controls



<p>1. Elimination</p>	<ul style="list-style-type: none"> Remove the hazard, i.e. remove the hazardous process, tool, or materials,
<p>2. Substitution</p>	<ul style="list-style-type: none"> Substitute a less hazardous material Substitute the vehicle Reduce the energy
<p>3. Engineering Controls</p>	<ul style="list-style-type: none"> Ventilation Machine guarding / Driver guarding Sound enclosures Interlocks Platforms and guard railing Lift platforms
<p>4. Warnings</p>	<ul style="list-style-type: none"> Signs Backup alarms Beepers Horns Labels
<p>5. Administrative Controls</p>	<ul style="list-style-type: none"> Procedures Training
<p>6. PPE</p>	<ul style="list-style-type: none"> Safety glasses Hearing protection Safety vests Safety harnesses Gloves Respirators

Appendix D - Bow Tie Analysis Diagram

Bow Tie Analysis Diagram



Appendix E – City Council PTASP Certification Approved Meeting Minutes



OFFICE of the CITY CLERK

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9565

CERTIFICATION OF MINUTES EXCERPT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss:
CITY OF GARDENA)

I, **BECKY ROMERO**, Deputy City Clerk for the City of Gardena, California, do hereby certify that the following is a true and complete excerpt of the minutes of the Regular meeting of the Gardena City Council, held on September 27, 2022:

"8. CONSENT CALENDAR - TRANSPORTATION

8.L. Approve City of Gardena's GTrans Public Transportation Agency Safety Plan

It was moved by Council Member Henderson, seconded by Mayor Pro Tem Francis, and carried by the following roll call vote to Approve GTrans Public Transportation Agency Safety Plan:

Ayes: Council Member Henderson, Mayor Pro Tem Francis, Council Members Tanaka and Love, and Mayor Cerda

Noes: None

Absent: None"

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Gardena, this 28th day of September 2022.

Becky Romero

BECKY ROMERO
Deputy City Clerk
City of Gardena, California



TASHA CERDA, Mayor / PAULETTE C. FRANCIS, Mayor Pro Tem
MARK E. HENDERSON, Councilmember / RODNEY G. TANAKA, Councilmember / WANDA LOVE, Councilmember
MINA SEMENZA, City Clerk / GUY MATO, City Treasurer / CLINT OSORIO, City Manager / CARMEN VASQUEZ, City Attorney

Appendix F - Risk Assessment Matrix

The Safety Risk Severity Table presents a typical safety risk. It includes four categories to denote the level of severity of the occurrence of a consequence, the meaning of each category, and the assignment of a value to each category using numbers. In this table, 1 is considered catastrophic meaning possible deaths and equipment destroyed and 4 is considered negligible or of little consequence with two levels in between.

The Risk Assessment Matrix measures the level of safety risk in terms of severity (across the top) and likelihood (down the side). The matrix format will allow GTrans to combine the assessment of severity and likelihood to determine the overall risk rating of the potential consequence of the hazard.

Safety Risk Assessment Matrix with Labels

Safety Risk Assessment Matrix				
Severity → Probability ↓	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A-Frequent	1A	2A	3A	4A
B- Probable	1B	2B	3B	4B
C-Occasional	1C	2C	3C	4C
D- Remote	1D	2D	3D	4D
E- Improbable	1E	2E	3E	4E
Safety Risk Index Ranking				
1A, 1B, 1C, 2A, 2B	High	Unacceptable		
1D, 2C, 3A, 3B	Serious	Undesirable - With management decision required		
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B,	Medium	Acceptable - with review by management		
4C, 4D, 4E	Low	Acceptable - without review		

Appendix G - Hazard Report Form

Hazard Rating: [Office use only]	HAZARD REPORT 	Date / File #: [Office use only]
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Section I - Hazard Description

Name: _____ **Date:** _____

Describe the Hazard and its Effects: _____

Suggested Corrective Action (Optional): _____

Section II - Safety Review

Received by: _____ **Date:** _____ **Photos Taken:** [Yes] / [No]

Recommended Corrective Action: _____

Interim Remedial Action Taken: _____

Appendix H - Record of Revisions

A table that records the history of revisions made to the agency’s PTASP is contained in the table that follows. The history of the changes was placed in this appendix to help preserve the page numbering to the extent possible.

Plan Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
2.0	Pages 2, 3, 5	Annual Update	September 28, 2021
3.0	Pages 2,3,9,12,13,14	Annual Update, Incorporate PTASP Infrastructure Law Changes	September 27, 2022