



Metropolitan Transportation Authority

Safety Committee Meeting

November 2015

Committee Members

T. Prendergast, Chair
F. Ferrer
A. Albert*
J. Ballan
R. Bickford
N. Brown*
A. Cappelli
C. Moerdler
M. Pally
J. Sedore, Jr.
V. Tessitore, Jr*
E. Watt*
N. Zuckerman*

Safety Committee Meeting
2 Broadway, 20th Floor Board Room
New York, NY 10004
Wednesday, 11/18/2015
8:30 - 9:30 AM ET

1. Public Comments

2. Approval of Minutes - October 28, 2015

Final Safety Committee Minutes - Page 3

3. Safety Management Systems at the MTA

4. 2015 Safety Committee Work Plan

Safety Committee Work Plan - Page 7

5. Enhanced Safety Action Updates

MNR Enhanced Safety Report - Page 11

LIRR Enhanced Safety Report - Page 12

6. Safety Goals for 2015: Progress Report (Presentation)

7. Fatigue (Presentation)

8. Safety at Maintenance and Repair Facilities (Presentation)

9. Evaluation of Safety Committee Charter

Safety Committee Charter - Page 13

Date of next meeting: Wednesday, January 27th at 8:30 AM

**Metropolitan Transportation Authority
Minutes of
Safety Committee Meeting
347 Madison Avenue
New York, NY 10017**

**Wednesday, November 18, 2015
8:30 AM**

The following members were present:

**Hon. Thomas F. Prendergast, Chairman & CEO
Hon. Fernando Ferrer, Vice Chairman
Hon. Mitchell Pally
Hon. Charles Moerdler
Hon. Andrew Albert
Hon. Robert C. Bickford
Hon. James L. Sedore, Jr.
Hon. Neil Zuckerman
Hon. Johnathan Ballan
Hon. Vincent Tessitore
Hon. John Molloy**

The following Chief Safety Officers were present:

David Mayer
Anne Kirsch
Cheryl Kennedy
Loretta Ebbighausen
Stephen Vidal
James Foley
Peter Kohner
Steve Chayt representing MNR
Pashko Camaj representing B&T

Jim Ferrara, Interim President, New York City Transit (“NYCT”), Joseph J. Giulietti, President, Metro-North Railroad (“MNR”), Patrick Nowakowski, President, Long Island Rail Road (“LIRR”), Donald Spero, Acting President, Triborough Bridge and Tunnel Authority (“TBTA”), and Michael Horodniceanu, President, MTA Capital Construction (“MTA-CC”), Craig Cipriano, Executive Vice President MTA Bus/LI BUS also attended the meeting.

Chairman Thomas F. Prendergast called the meeting to order.

PUBLIC SPEAKERS

There were no public speakers.

APPROVAL OF MINUTES – OCTOBER 26, 2015

Upon motion duly made and seconded, the minutes of the October 2015 Safety Committee were approved.

REPORT OF THE MTA CHIEF SAFETY OFFICER

Mr. Mayer described the Safety Management Systems (“SMS”) business process. SMS is top down in that it flows from the highest levels of an organization down through middle management to front line employees. SMS will provide the strategy to identify and push-out best practices among agencies.

Mr. Mayer stated that Department of Transportation is adopting a common framework for all modes of transportation and expects that SMS will eventually be required by regulation.

Chairman Prendergast added that safety must remain a focus and the MTA expects to be on the forefront on this issue in the industry.

Mr. Mayer described the “four pillars” that are the foundation of an SMS and how it relates to the current safety programs at work at each of the agencies today.

Mr. Mayer then stated that MTA Safety has procured through its membership with the National Safety Council, the NSC’s Family Safety & Health magazine which is designed to cover safety matters geared toward employees and their families. This magazine will be mailed quarterly to all employees at all agencies, as well as all Board members in early November.

Mr. Mayer discussed the workshop held with all agency presidents, Chief Safety Officers and Senior Operations Leads to develop a foundation for SMS and metrics and leading indicators that will be introduced in 2016. Mr. Mayer stated that the Chief Safety Officers will begin to focus on leading indicators and will periodically adjust metrics and reporting accordingly.

Mr. Zuckerman asked Mr. Mayer to define “top down” in the SMS definition. Mr. Mayer explained that the importance of safety lies with an accountable executive. Mr. Zuckerman also asked when the Board could expect to discuss more on metrics. Mr. Mayer answered that the SMS metrics are a new initiative rather than an extension of the metrics discussed previously.

2015 COMMITTEE WORKPLAN

Chairman Prendergast asked Mr. Mayer if there were any changes to the work plan. Mr. Mayer stated that though there were no changes to the current work plan however, as the focus changes to SMS there will be significant changes to next year’s plan. Chairman asked the Safety Committee members to share any ideas they might have for next year’s work plan with Mr. Mayer.

LABOR/MANAGEMENT INITIATIVES

Mr. Mayer stated last year he requested the Board to identify topics the Board would like to see addressed and that Mr. Moerdler stated Labor/Management Initiatives and Mr. Greenberg asked for Contractor Safety Oversight. Mr. Mayer then stated each agency was asked to choose one or two activities from each topic for discussion.

Anne Kirsch introduced Cheryl Kennedy, Vice President of Safety, NYCT to present on the Track Safety Task Force. Please refer to the video recording of the meeting produced by the MTA and maintained in MTA records for the content of the speaker's remarks.

Ms. Kirsch introduced Steve Vidal, Vice President of Safety, MTA Bus to present on the Bus Operator Action Committee (BOAC). Please refer to the video recording of the meeting produced by the MTA and maintained in MTA records for the content of the speaker's remarks.

Mr. Andrew asked for the percentage of Bus Operators who have been assaulted on the bus versus on a break or at the end of a line. Mr. Vidal answered the majority of assaults took place on the bus but would get back to Mr. Andrew with the exact number. Mr. Andrew then asked Mr. Vidal to confirm that having a barrier in place on the bus would mitigate a number of those assaults. Mr. Vidal confirmed.

Ms. Kirsch introduced Loretta Ebbighausen, Chief Safety Officer, LIRR to present on Confidential Close Call Reporting System. Please refer to the video recording of the meeting produced by the MTA and maintained in MTA records for the content of the speaker's remarks.

Mr. Zuckerman asked what metrics will be put into place to ascertain if the Reporting System is working. Ms. Ebbighausen answered the peer review team will focus on the volume and quality of reports, the number of corrective actions, then successful implementation and monitoring for impact.

Ms. Kirsch introduced Steven Chayt, Director, Risk Reduction, MNR to present on Safety Meeting Organization Structure for Metro-North Railroad. Please refer to the video recording of the meeting produced by the MTA and maintained in MTA records for the content of the speaker's remarks.

Ms. Kirsch introduced Pashko Camaj, Manager, Safety & Health Compliance, B & T, to report on the B & T Safety Taskforce. Please refer to the video recording of the meeting produced by the MTA and maintained in MTA records for the content of the speaker's remarks.

Mr. Moerdler asked if police or B & T safety officers document every car accident on bridges and tunnels and if the video is analyzed to determine cause. Mr. Camaj confirmed that every accident is documented and analyzed. Mr. Moerdler asked if information is then shared with staff and if so how is the information shared. Mr. Camaj answered that a "manual" is used to share information with employees and is also discussed during safety meetings at the agencies. Mr. Moerdler then asked if "lessons learned" by the Police Department are shared with senior staff. Mr. Camaj confirmed that the Taskforce collaborates with local Police and Fire Departments on investigations.

CONTRACTOR SAFETY OVERSIGHT

Ms. Kirsch introduced Peter Kohner, Chief Safety Officer, Capital Construction to report on Daily Contractor Oversight. Please refer to the video recording of the meeting produced by the MTA and maintained in MTA records for the content of the speaker's remarks.

Ms. Kirsch then reintroduced Pashko Camaj to report on the B & T Construction Safety Council. Please refer to the video recording of the meeting produced by the MTA and maintained in MTA records for the content of the speaker's remarks.

Finally Ms. Kirsch introduced Christopher D'Antonio, Deputy Director, Risk and Insurance Management to report on Owner Controlled Insurance Program (OCIP).

Mr. Moerdler asked if there are penalties for persistent violators of safety standards by contractors and if those penalties are enforced. Chairman Prendergast confirmed that there are penalties for violators but there's room for improvement in the enforcement of these penalties. Mr. Moerdler pointed out that because contractors are concerned about their insurability, OCIP provides leverage to ensure compliance from contractors.

Mr. Tessitore stated he was appreciative that Labor is included in program meetings for their input and asked that concerns voiced by Labor not be ignored by Management.

Mr. Ballan asked if slow train speed is ever an issue. Chairman Prendergast answered that there is a focus on schedule adherence but not at the expense of safety.

ADJOURNMENT

Upon motion duly made and seconded, the Board voted to adjourn the meeting at 9:40 am.

2015 Safety Committee Work Plan - Updated Draft

I. RECURRING AGENDA ITEMS

<u>Topic</u>	<u>Responsibility</u>
Public Comments	Committee Chair & Members
Approval of Minutes	Committee Chair & Members
Committee Work Plan	Committee Chair & Members
Enhanced Safety Actions Update	LIRR and MNR Chief Safety Officers

II. SPECIFIC AGENDA ITEMS

	<u>Responsibility</u>
<u>January 2015</u>	
Review of Committee Charter	Committee Chair & Members
Draft 2015 Committee Work Plan	MTA Chief Safety Officer
Key Safety Metrics	MTA Chief Safety Officer
NTSB Special Investigation (November 2014)	MTA Chief Safety Officer
<u>March 2015</u>	
Approval of 2015 Committee Work Plan	Committee Chair & Members
Traffic Incident Management Training	MTA Bridges and Tunnels Staff
<u>May 2015</u>	
Safety Goals for 2015	MTA Chief Safety Officer
Pedestrian / Trespasser Safety Efforts	Safety Staff
Platform Safety	Safety Staff
<u>July 2015</u>	
Blue Ribbon Panel Recommendations Update	MTA Chief Safety Officer
Communication Plan	Mark Heavey
<u>October 2015</u>	
Labor / Management Safety Activities	Safety Staff
Contractor Safety	Safety Staff
<u>November 2015</u>	
Safety Goals for 2015: Progress report	MTA Chief Safety Officer
Fatigue and Alertness Management	Safety Staff - 1 st Qtr 2016
Safety at Maintenance and Repair Facilities	Safety Staff
Evaluation of Safety Committee Charter	Committee Chair & Members
<u>January 2016</u>	
Approval of 2016 Work Plan	Committee Chair & Members
Tunnel Safety	Safety Staff

Detailed Summary

I. RECURRING AGENDA ITEMS

Approval of Minutes

The Committee Chair will request a motion to approve the minutes of the prior meeting of the Safety Committee.

Committee Work Plan

The Work Plan will list, by meeting, the topics scheduled for review. The Committee will be advised if any changes have been made to the plan.

II. SPECIFIC AGENDA ITEMS

January 2015

Review of Committee Charter

The MTA Chief Safety Officer will discuss key components of the Safety Committee charter and invite the Committee Chair and Members to consider crafting a work plan that will fulfil the charter.

Key Safety Metrics

The Committee will discuss the value and selection of Key Safety Metrics.

NTSB Special Investigation (November 2014)

The MTA Chief Safety Officer will provide an overview this recent NTSB report and associated safety recommendations.

February 2015

Special meeting on Grade Crossing Safety

The entire meeting was devoted to grade crossing safety topics. The Chairman briefed the Committee on the collision that occurred at the Commerce Street crossing in Valhalla, New York, and the MTA Chief Safety Officer provided general information about MTA grade crossings and efforts to prevent accidents.

March 2015

Traffic Incident Management Training

MTA Bridges and Tunnels Staff will provide an overview of this important safety training by describing the goals and objective of the training as well as scope of the initiative.

May 2015

Safety Goals for 2015

The MTA Chief Safety Officer will describe the key safety projects and activities underway at MTA agencies that the Safety Council has selected for particular focus and attention.

Pedestrian / Trespasser Safety Efforts

Staff will describe efforts and projects underway to improve pedestrian safety and reduce the number of collisions with trespassers.

Platform Safety

Staff will describe the risks that customers and employees face on station platforms and the efforts and strategies underway to improve safety on our platforms.

July 2015

Blue Ribbon Panel Recommendations Update

The MTA Chief Safety Officer will review objectives of the Study and Staff will highlight recommendations and progress on initiatives.

Communication Plan

Mark Heavey will review the recently released Advertising Campaign and the program goals highlighting future efforts within the campaign.

October 2015

Labor / Management Safety Activities

Staff will brief the committee on various ways in which labor representatives and managers work cooperatively to assure and improve safety throughout the MTA.

Contractor Safety

MTA agencies extensively rely on contractors for construction and other important work. Staff will describe the requirements we place on our vendors to ensure workplace safety and the assurance activities conducted by MTA agencies to ensure contractors are safe.

November 2015

Safety Goals for 2015: Progress Report

The MTA Chief Safety Officer will describe progress underway on the key safety projects and activities at MTA agencies that the Safety Council has selected for particular focus and attention.

Fatigue and Alertness Management

Staff will highlight efforts that will be presented in the 1st quarter of 2016 reviewing differences and similarities across the MTA with respect to employee fatigue and alertness management.

Safety at Maintenance and Repair Facilities

MTA agencies operate a variety of maintenance shops and repair facilities, and the hazards at these facilities are different from those that exist in our revenue operating environments. Staff will describe some of these facilities, the work conducted, along with safety protocols and measures.

Self-Evaluation of Safety Committee Performance

The Safety Committee Charter specifies that the Committee Chair & Members will conduct an annual self-evaluation of the performance of the Committee.

Review of Safety Committee Charter

The Safety Committee Charter specifies that the Committee Chair & Members will review the charter annually.

January 2016

Approval of 2016 Work Plan

The committee will present and discuss the 2016 work plan seeking approval from the Committee.

Tunnel Safety

Many of the MTA agencies have safety responsibilities and operational activities that include tunnels. Staff will describe the variety of safety assurance and safety preparedness activities designed to keep tunnels safe.

Date: November, 2015
To: Metro-North Committee
From: Joe Giulietti
Re: **Enhanced Safety Action Update**

This is to update you on Metro-North's comprehensive efforts to enhance safety throughout our system:

- We continue to work with Operation Lifesaver to improve safety on and around highway-rail grade crossings and tracks through public awareness and education.
- On October 29, 2015 we presented the President's Safety Award to the Team that developed the Enhanced Employee Protection System.

ACTION ITEM	STATUS
NTSB/FRA/MTA Recommendations	All recommendations have been accepted and we are coordinating with the other MTA agencies to ensure best practices are shared. Many have been fully implemented; the remaining are being implemented and we are progressing them to completion.
Speed Compliance Program	During the month of October, 210 radar observations and 22 event recorder reviews were performed. There were no exceptions. Through October, there have been 1,439 radar observations and 852 event recorders reviewed in 2015.
Obstructive Sleep Apnea Pilot	The screening of all Locomotive Engineers has been completed. 25% were referred to our Sleep Disorder Consultant for evaluation. 12% are still currently being evaluated with completion this year.
Confidential Close Call Reporting System (C3RS)	Rail Traffic Controllers, Engineers & Conductors were initiated in April. The Peer Review Team has received a total of 309 close call reports and conducted incident analysis of 93 cases. We are working to finalize agreements with 10 additional crafts within Engineering and Mechanical by the end of this year.
Rolling Stock Cameras Forward, Cab, Passenger	Contract awarded in March to provide audio and image recorders that meet or exceed the NTSB recommendations. Final design development for all cars is nearing completion. The first prototype installation on an M7 pair was completed October 2nd. The M8 prototype installation began October 26 th and is expected to be finished by December 2015.

Memorandum



Date: November 2015

To: Members of the LIRR Operating Committee

From: Patrick A. Nowakowski, President

Re: Enhanced Safety Action Update

This is to update you on the LIRR's comprehensive efforts to enhance safety throughout our system:

- Our fourth quarter Corporate Quarterly Safety Stand-Down is scheduled for December 17, 2015.
- The Confidential Close Call Reporting System expanded as scheduled on September 29th. The next scheduled expansion is January 2016.
- To enhance customer safety at the highest volume terminal in the LIRR system, LIRR is partnering with Amtrak and New Jersey Transit to implement the first joint customer safety campaign on November 17th at Penn.
- The following progress was made on speed compliance enhancements:

Action Item	Status
Speed Compliance	For the period 10/1/15 through 10/31/15, there were 118 Radar Observations. 73 different LIRR Engineers were observed. Twenty-nine event recorder downloads were analyzed. All results indicate compliance. Year to date through the end of October there were 1,149 Radar Observations. 337 event recorder downloads were analyzed. All results indicate compliance. <i>Please note:</i> There is a seven day window for radar observations to be entered into our Efficiency Testing System. Numbers are subject to change.
PTC	PTC continued to finalize subsystem designs and install wayside interface units, communications cases, poles and antennas for the pilot lines. Installed a full complement of on-board prototype equipment for M7 married pair and continue to progress the designs for other vehicle types. Meeting regularly with MNR and Amtrak to finalize the interoperability design. Completed radio frequency (RF) surveys for the entire network, which will allow us to proceed with the RF propagation analysis to finalize antenna pole locations beyond the pilot territory.
Cameras	Preliminary Design Review (PDR) continues with submittals reviewed and commented upon by LIRR and 4D Security Solutions making revisions.

The Metropolitan Transportation Authority

SAFETY COMMITTEE

This Charter for the Safety Committee was adopted by the Board Chair and a majority of the members of Board of the Metropolitan Transportation Authority, a public benefit corporation established under the laws of the State of New York (together with any other entity or corporation for which the members of the Metropolitan Transportation Authority serve as a board of directors, the “MTA”), on March 26, 2014.

I. PURPOSE

The Safety Committee (the “Committee”) shall assist the Board Chair and the Board by reviewing, providing guidance, and making recommendations with respect to safety on an MTA-wide basis.

II. COMMITTEE AUTHORITY

In discharging its role, the Committee is empowered to investigate any matter brought to its attention. To facilitate any such investigation, the chairperson of the Committee shall have access to all books, records, facilities and staff of the MTA (including any of its subsidiary corporations or affiliates). The foregoing is not intended to alter or curtail existing rights of individual Board members to access books, records or staff in connection with the performance of their fiduciary duties as Board members.

III. COMMITTEE MEMBERSHIP

The Committee shall consist of 3 or more members of the Board and shall include the Board Chair, the chairs of each operating committee of the Board, and each member of the Board recommended for appointment to the Board by a labor organization. All other members of the Committee shall be appointed by the Board Chair. If not otherwise a member of the Committee, each Vice-Chair of the Board shall be an *ex officio* member of the Committee. The Board Chair shall appoint the chairperson of the Committee. In the absence of the chairperson at a meeting of the Committee, the Board Chair shall appoint a temporary chairperson to chair such meeting. A member of the Committee may be removed, for cause or without cause, by the Board Chair.

IV. COMMITTEE MEETINGS

The Committee shall meet on a regularly-scheduled basis at least 4 times per year, and more frequently as circumstances dictate. The Committee shall cause to be kept adequate minutes of all its proceedings and records of any action taken. Committee members will be furnished with copies of the minutes of each meeting. Meetings of the Committee shall be open to the public, and the Committee shall be governed by the rules regarding public meetings set forth in the applicable provisions of the Public Authorities Law and Article 7 of the Public Officers Law that relate to public notice, public speaking and the conduct of executive session. The Committee may form and assign responsibilities to subcommittees when appropriate.

The Committee may request that any member of the Board, the Chief Safety Officer, the Auditor General, any officer or staff of the MTA, or any other person whose advice and counsel are sought by the Committee, attend any meeting of the Committee to provide such pertinent information as the Committee requests. The Chief Safety Officer shall (1) furnish the Committee with all material information pertinent to matters appearing on the Committee agenda relating to safety on an MTA-wide basis, (2) provide the chairperson of the Committee with all information regarding safety on an MTA-wide basis that is material to the Committee's monitoring and oversight of safety on an MTA-wide basis, and (3) inform the chairperson of the Committee of any matters not already on the Committee agenda that should be added to the agenda in order for the Committee to be adequately monitoring and overseeing safety on an MTA-wide basis.

V. COMMITTEE REPORTS.

The chairperson of the Committee shall report on the Committee's proceedings, and any recommendations made.

VI. KEY RESPONSIBILITIES

The following responsibilities are set forth as a guide with the understanding that the Committee may diverge as appropriate given the circumstances. The Committee is authorized to carry out these and such other responsibilities assigned by the Board Chair or the Board, from time to time, and take any actions reasonably related to the mandate of this Charter.

To fulfill its purpose, the Committee shall:

1. Monitor the implementation of the annual safety goals and programs of the MTA and each of its subsidiaries and constituent agencies;
2. Monitor the safety record of the MTA and each of its subsidiaries and constituent authorities, including by selecting and reviewing key safety indicators;
3. Provide a forum for the open discussion of safety issues among representatives from the MTA and each of its subsidiaries and constituent agencies;
4. Facilitate the identification of approaches and solutions that address MTA-wide safety issues;
5. Review and assess the adequacy of this Charter annually;
6. Conduct an annual self-evaluation of the performance of the Committee, including its effectiveness and compliance with this Charter; and
7. Report regularly to the Board Chair and Board on Committee findings and recommendations and any other matters the Committee deems appropriate

or the Board Chair or the Board requests, and maintain minutes or other records of Committee meetings and activities.