

IndustrySafe Safety Software and Transit Agency SMS

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Introduction

The Federal Transit Administration (FTA) is working on guidance, materials and training tools to improve safety at transit agencies by directing transit agencies to develop and implement a Safety Management System (SMS). This guidance is designed to be flexible enough for small bus only transit agencies all the way up to large multi-modal transit operators. The FTA is also planning to publish a notice of proposed rulemaking regarding transit agency safety plans in the first quarter of 2016.

A SMS is a formalized approach to managing safety by developing an organization-wide safety policy, developing formal methods of identifying hazards, analyzing and mitigating risk, developing methods for ensuring continuous safety improvement, and creating organization-wide safety promotion strategies.

While a software system is not required to comply with the safety management system requirements of the FTA, software can greatly benefit federally funded transit agencies. This white paper reviews the way in which the IndustrySafe Safety Management Software can assist transit agencies in achieving a compliant SMS.

IndustrySafe Safety Software is a web-based safety data management solution developed by Transportation Resource Associates (TRA) so organizations can track hazards, incidents, corrective actions, training, claims, inspections, hazards, behavioral based safety, and more.

IndustrySafe clients include leaders in manufacturing, construction, government, and transportation, including multiple transit agencies and contractors. TRA team members have received FTA SMS training (including SMS principles for Transit) and TRA is working closely with transit agencies and state safety oversight agencies (SSOA) on implementing SMS and/or SMS oversight.

Overview of SMS

The FTA is providing guidance, tools, and training that encourage transit agencies to implement SMS for their entire transit operations to improve safety. An SMS is a formalized approach to managing safety by developing an organization-wide safety policy, developing formal methods of identifying hazards, analyzing and mitigating risk, developing methods for ensuring continuous safety improvement, and creating organization-wide safety promotion strategies.



FTA guidance calls for developing and implementing a means for monitoring safety performance; establishing and maintaining a hazard reporting system that provides a means for reporter confidentiality; and developing and implementing a process for reporting pertinent safety information and data to the accountable executive on a regular basis.

SMS includes four components: Safety Policy, Safety Risk Management (SRM), Safety Assurance, and Safety Promotion.

Benefits of Safety Software for SMS

Using Safety Software to assist with SMS compliance has several benefits that result in successful and safe transit agencies.

- ✔ **Compliance with Recordkeeping Components.** The proposed SMS framework requires recordkeeping and document retention of hazard analysis, safety communication, training records, and more. Safety Software allows easy to retrieve access to records and data.
- ✔ **Reduction of Administrative Overhead.** Achieving SMS success requires data collection and administrative reports. Safety Software can automatically generate required reports and collect data more quickly and easily than a manual process.
- ✔ **Increase Employee Involvement.** One of the components of the SMS is allowing employees to report hazards without fear of reprisal. Safety Software can provide a self-service portal that allows employees to report hazards and incidents.
- ✔ **Increase Efficiency and Accuracy.** Safety Software can help ensure that appropriate data is collected in a streamlined process.
- ✔ **Standardize Procedures and Processes.** For transit agencies safety software can promote consistency in recordkeeping and reporting. The forms for reporting incidents, hazards, corrective actions, etc. can be standardized for the entire organization. All groups within the organization can report on common data elements and common safety metrics can be developed for the entire organization.

SMS Compliance Assistance with IndustrySafe Software

IndustrySafe Safety Management Software can provide direct and tangible benefits for each of the four pillars of SMS: Safety Management Policy, Safety Risk Management, Safety Assurance and Safety Promotion. The tables below explain how key areas of IndustrySafe can help with each of these pillars.

Each module of IndustrySafe is easy to use, can be configured for your organization, and includes additional features such as supporting documentation, automatic email notifications, and detailed reports and analysis.

Safety Management Policy

Selected SMS Components	IndustrySafe Can Help:
<i>SMS Documentation and Records.</i>	<p>The IndustrySafe software allows organizations to store safety documents such as the Safety Management Policy in a document library.</p> <p>Go To: IndustrySafe > Home > Documents</p> <p>IndustrySafe has multiple modules that allow for recording and tracking safety activity required for the SMS.</p>

Safety Risk Management

Selected SMS Components	IndustrySafe Can Help:
<p><i>Hazard Identification and Analysis:</i> Include multiple sources such as safety reviews, operations and maintenance observations, and results from accident investigations.</p>	<p>IndustrySafe includes multiple modules to track safety data including incidents, observations, inspections and audits. Linked hazards can be added to each of these modules or added directly from the hazards module.</p> <p>Go To: IndustrySafe > Hazards IndustrySafe > Incidents > Hazards IndustrySafe > Inspections > Hazards IndustrySafe > Observations > Hazards</p>

Selected SMS Components	IndustrySafe Can Help:
<p><i>Safety Risk Evaluation and Mitigation:</i> Hazard Tracking Log.</p>	<p>IndustrySafe can easily generate a hazard log for (all) hazards including those entered directly into the hazard module and/or hazards linked to other modules.</p> <p>The IndustrySafe Hazard Form includes a risk matrix and hazard controls to allow users to evaluate hazards and track mitigation strategies.</p> <p>Go To: IndustrySafe > Hazards IndustrySafe > Hazards > Reporting & Analysis</p>

Safety Assurance

Selected SMS Components	IndustrySafe Can Help:
<p><i>Safety Performance Monitoring and Measurement.</i></p>	<p>IndustrySafe includes dashboards, automated reports, and alerts that allow organizations to track and measure safety performance.</p> <p>Go To: IndustrySafe > Dashboards</p>

Safety Promotion

Selected SMS Components	IndustrySafe Can Help:
<p><i>Communication:</i> Feedback on safety information with employees; share safety policies, procedures, protocols, and other related information with the entire organization.</p>	<p>IndustrySafe includes multiple automatic email notifications which alert and notify employees and users of safety activity.</p> <p>Go To: IndustrySafe > System Functions > Edit Forms</p> <p>Procedures, protocols etc. can be shared in the IndustrySafe document library.</p> <p>Go To: IndustrySafe > Home > Documents</p>

Selected SMS Components	IndustrySafe Can Help:
<p><i>Training:</i> SMS training and job specific training.</p>	<p>The IndustrySafe training module allows for training tracking including reminders of upcoming and overdue training. Organizations can track required training by job title and/or profile. Safety training content will also be available by Summer of 2016.</p> <p>Go To: IndustrySafe > Training</p>
<p><i>Employee Reporting System:</i> Employees can easily report hazards and other safety concerns.</p>	<p>IndustrySafe includes a Hazard Public Web Form that allows employees and other stakeholders to report hazards (anonymously) to IndustrySafe users.</p> <p>Go To: IndustrySafe > Hazard Public Web Form</p>

Conclusion

IndustrySafe Safety Software can assist organizations in achieving compliance with SMS, by providing easy to use tools for tracking, notifying and reporting on key safety data. More information is available on the IndustrySafe website at www.industrysafe.com or by contacting TRA directly by phone: 215-546- 9110 or via email at sales@industrysafe.com