Agency Safety Plan

Version 33
December 2021 September 2022
In compliance with 49 CFR Part 673
# Agency Safety Plan

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<td>Transit Agency Address</td>
<td>60 Washington Ave, Ste. 200, Bremerton, WA 98337</td>
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<td>Name and Title of Accountable Executive</td>
<td>John Clauson, Executive Director</td>
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<tr>
<td>Name of Chief Safety Officer or SMS Executive</td>
<td>Mary Pauly, Human Resources Director and Chief Safety Officer</td>
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<td>Mode(s) of Service Covered by This Plan</td>
<td>Fixed Route Bus; Paratransit</td>
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<td>5307, 5310, 5311, 5337, 5339</td>
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<td>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</td>
<td>Kitsap Transit directly provides service and uses its employees to supply the necessary labor to operate revenue vehicles. Fixed Route Bus, Paratransit, and Passenger Ferry service modes of transportation are directly operated by this agency.</td>
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<td>Does the agency provide transit services on behalf of another transit agency or entity?</td>
<td>Yes ☐ No ☒</td>
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<tr>
<td>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</td>
<td>Not Applicable</td>
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<td>Safety Plan Statement</td>
<td>Kitsap Transit’s Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA’s Public Transportation Safety Program and the National Public Transportation Safety Plan.</td>
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1.1 System Description/Organizational Structure

Kitsap Transit is a public transportation benefit area, authorized in Chapter 36.57A RCW, located in Kitsap County, Washington. Kitsap Transit began providing public transportation services in early 1983.

The 10-member Board is comprised of nine elected officials and a non-voting member who represents the agency's labor unions, as required by state law.
The nine elected officials are:

- Three members of the Legislative body of Kitsap County
- The mayor of Bremerton
- The mayor or a member of the city council, chosen by the council for Bainbridge Island, Port Orchard, and Poulsbo
- A member of the Bremerton City Council, as appointed by the City Council President
- An at-large member is chosen by the Transit Board Chair from among the elected officials of the three smaller cities, Bainbridge Island, Port Orchard, and Poulsbo, who express an interest to the board chair.

Kitsap Transit’s Board of Commissioners holds monthly public meetings, with the exception of August, virtually, with an in-person option at the Kitsap Transit Harborside offices in central Bremerton, at the Norm Dicks Government Center in central Bremerton.

As of July 1-August 1, 2022, Kitsap Transit employed a total of 473-450 employees:

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>ATU</th>
<th>IAM</th>
<th>Teamsters</th>
<th>Non-Union</th>
<th>Grand Total</th>
</tr>
</thead>
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<tr>
<td>Capital Development</td>
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<td>4</td>
<td>4</td>
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<td>Facilities Maintenance</td>
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<td>16</td>
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<tr>
<td>General Admin (Exec, HR, Finance)</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td>20</td>
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<tr>
<td>Marine Services</td>
<td></td>
<td></td>
<td></td>
<td>59</td>
<td>59</td>
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<tr>
<td>Marketing</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Operations—ACCESS</td>
<td>56</td>
<td></td>
<td></td>
<td>26</td>
<td>82</td>
</tr>
<tr>
<td>Operations—Routed</td>
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<td></td>
<td></td>
<td>12</td>
<td>420</td>
</tr>
<tr>
<td>Operations—Worker/Drivers</td>
<td></td>
<td></td>
<td>59</td>
<td>2</td>
<td>61</td>
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<tr>
<td>Service Development</td>
<td></td>
<td></td>
<td></td>
<td>24</td>
<td>24</td>
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<tr>
<td>Vehicle Maintenance</td>
<td></td>
<td>18</td>
<td>19</td>
<td>9</td>
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<tr>
<td>Grand Total</td>
<td>164</td>
<td>34</td>
<td>78</td>
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<td>Category</td>
<td>Active</td>
<td>Inactive</td>
<td>Total</td>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
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<td>-------</td>
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<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
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<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Operations - ACCESS</td>
<td>55</td>
<td></td>
<td>31</td>
<td>86</td>
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<tr>
<td>Operations - Routed</td>
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<td>130</td>
<td></td>
</tr>
<tr>
<td>Operations - Worker/Drivers</td>
<td>54</td>
<td></td>
<td>2</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>Service Development</td>
<td></td>
<td></td>
<td>22</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>18</td>
<td>21</td>
<td>9</td>
<td>48</td>
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<tr>
<td>Grand Total</td>
<td>170</td>
<td>30</td>
<td>75</td>
<td>175</td>
<td>450</td>
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### Section 2- Plan Development, Approval, and Updates

<table>
<thead>
<tr>
<th>Name of Entity That Drafted This Plan</th>
<th>Dustin Rodrigues, Kitsap Transit Safety &amp; Security Training Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature by the Accountable Executive</td>
<td>Signature of Accountable Executive</td>
</tr>
<tr>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Safety Committee Review of Agency Safety Plan</td>
<td>Signature of Safety Committee Chair</td>
</tr>
<tr>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Approval by the Board of Directors or an Equivalent Authority</td>
<td>Name of Individual/Entity That Approved This Plan</td>
</tr>
<tr>
<td></td>
<td>Kitsap Transit Board of Commissioners</td>
</tr>
<tr>
<td>Relevant Documentation (Title and Location)</td>
<td>A copy of Kitsap Transit Board Resolution #21-6922 approving the Agency Safety Plan (ASP), is maintained on file by the Human Resource Director and the Chief Safety Officer for Kitsap Transit.</td>
</tr>
<tr>
<td>Certification of Compliance</td>
<td>Name of Individual/Entity That Certified This Plan</td>
</tr>
<tr>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Relevant Documentation (Title and Location)</td>
<td></td>
</tr>
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</table>

### Version Number and Updates

*Record the complete history of successive versions of this plan.*

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Section/Pages Affected</th>
<th>Reason for Change</th>
<th>Date Issued</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>N/A</td>
<td>New document to meet FTA PTASP requirements</td>
<td>12/01/2020</td>
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<tr>
<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Annual review and update of plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Safety Performance Targets – Section 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Safety Management Policy – Section 4</td>
<td></td>
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<tr>
<td>4.</td>
<td>Appendix A.5.12.30</td>
<td></td>
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<tr>
<td>5.</td>
<td>Appendix 5.15 Drug and Alcohol Policy</td>
<td></td>
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</tr>
<tr>
<td>6.</td>
<td>Appendix 5.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Outdoor Heat Exposure Policy – Appendix 6.18</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. NTD reporting metrics update available in July for Agency Safety Targets</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Updated to reflect newest NTD reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Updated Accident Review Committee determination appeals process.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>5. Updated Policy</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>6. Updated Procedures</td>
<td></td>
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</tr>
<tr>
<td>2.0</td>
<td>10/20/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>1. Update to performance targets for the 2023 calendar year</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2. Additional requirement to have Safety Committee review and approve ASP.</td>
<td></td>
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<tr>
<td></td>
<td>4. Updated to reflect the June 2022 policy.</td>
<td></td>
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<tr>
<td></td>
<td>5. Update to reflect organizational changes made in 2022.</td>
<td></td>
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<tr>
<td></td>
<td>6. Update to Fall Protection Work Plan to meet WAC 296-880</td>
<td></td>
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<tr>
<td></td>
<td>7. Update to Lockout/Tagout to meet WAC 296-803</td>
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<tr>
<td></td>
<td>8. Update to drug and alcohol testing sites.</td>
<td></td>
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<tr>
<td></td>
<td>9. Inclusion of reference to Infectious Disease Control Plan (COVID – 19)</td>
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<td></td>
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<tr>
<td></td>
<td>10. Reference added for Chief Safety Officer</td>
<td></td>
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<tr>
<td></td>
<td>11. Update of Employee Benefits and Wellnes Program</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>12. Inclusion of duties for Marine Services and associated hazards related to BBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13. Updated Eligibility Chart</td>
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</tbody>
</table>
Annual Review and Update of the Agency Safety Plan

This plan will be reviewed and updated by the Chief Safety Officer July of each year to certify its compliance, make necessary modifications and updates, and to ensure accuracy with current Kitsap Transit safety best practices. Further, the plan will be reviewed and approved by the Kitsap Transit Safety Committee. The Accountable Executive will review and approve any changes, signing the new ASP, then forward it to the Kitsap Transit Board of Commissioners for review and approval by September of each year.

Section 3 - Safety Performance Targets

The targets below are based on a review of the previous five (5) years of Kitsap Transit’s safety performance data. Incident rates are per 100,000 Vehicle Revenue Miles (VRM) driven.

<table>
<thead>
<tr>
<th>Mode of Transit Service</th>
<th>Fatalities (Total)</th>
<th>Fatalities (Per 100K VRM)</th>
<th>Injuries (Total)</th>
<th>Injuries (Per 100K VRM)</th>
<th>Safety Events (Total)</th>
<th>Safety Events (Per 100K VRM)</th>
<th>System Reliability (VRM/System Failures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route Bus</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0.134</td>
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<td>ADA/Paratransit Non-Fixed Route Bus</td>
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<td>0</td>
<td>1</td>
<td>0.0824</td>
<td>1</td>
<td>0.0508</td>
<td>44,482130.000</td>
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</table>

Safety Performance Target Coordination

Kitsap Transit's Accountable Executive shares our ASP, including safety performance targets, with the Metropolitan Planning Organization (MPO) in our service area each year after its formal adoption by the Kitsap Transit Board of Commissioners. Kitsap Transit's Accountable Executive also provides a copy of our formally adopted plan to the Washington State Department of Transportation (WSDOT). Kitsap Transit personnel are available to coordinate with Washington State DOT and the MPO in the selection of Washington and MPO safety performance targets upon request.

<table>
<thead>
<tr>
<th>Targets Transmitted to the State</th>
<th>State Entity Name</th>
<th>Date Targets Transmitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington State Department of Transportation</td>
<td>10/20/20218/4/2022</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Targets Transmitted to the Metropolitan Planning Organization Name</th>
<th>Date Targets Transmitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Puget Sound Regional Council, Metropolitan Planning Organization</td>
<td>10/20/20217/12/2022</td>
</tr>
</tbody>
</table>
## Section 4 - Safety Management Policy

### Safety Management Policy Statement

Kitsap Transit is committed to providing each employee with a safe working environment and the public with safe transportation services. Each employee has an impact on safety in the workplace, and it is the responsibility of all employees to maintain safe work practices and support the agency's efforts to provide a safe, reliable, and healthful environment. As such, Kitsap Transit is committed to the following safety objectives:

- Communicating the purpose and the benefits of a Safety Management System (SMS) to all staff, directors, managers, supervisors, and employees.
- Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through Kitsap Transit’s Employee Safety Reporting Program (ESRP, 4.1), unless such disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Ensuring that all employees have input to and are active participants in the agency’s Safety Plan and goals.
- Providing appropriate management involvement and the necessary resources to establish an effective ESRP (4.1) that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the ESRP (4.1) (After thoroughly analyzing provided data, the transit Chief Safety Officer or Safety & Security Training Administrator will assist affected departments in developing processes and procedures to mitigate safety risk to an acceptable level.)
- Establishing methods to validate commercial driver’s licenses for Class B with a Passenger and Air Brakes Endorsement and any other endorsements as required.
- Continually improving our safety performance through management processes that ensure safety management action is taken and is effective.
- Establishing safety performance targets that are realistic, measurable, and data-driven.

The Safety Plan is a living document and, as such, is continually being reviewed and revised as needed. It describes the functions and responsibilities necessary to achieve and maintain the highest degree of safety reasonably possible. It provides a means of improving data gathering and analysis, communication, documentation, and coordination within the entire system, and it can reduce actual and potential incidents of injuries, property damage, and delays in service. This Safety Plan applies to all areas of the transportation system, including design, procurement, administration, operations, maintenance, and Marine Services not covered by their Regulatory Safety Plan.

**The Kitsap Transit Mission Statement** is: Provide safe, reliable, and efficient transportation choices that enhance the quality of life in Kitsap County.
### 2022+2023 Goals

1. On an annual basis, identify a specific safety need and use towards the annual WSTIP $2,500 safety grant.

2. On an annual basis, conduct Safety and Security audits at all three operating bases, BTC and Harborside, and implement improvements based on those audits.

3. **Fully implement AngelTrax/CoPilot Systems into Routed and ACCESS fleet by the end of the fourth (4th) quarter of 2021, and decrease preventable collisions by 20% by the year-end of 2022.**

4. On a quarterly basis, review and revise New Operator Training and implement changes based on collision statistics and MotoTrax analytics.

5. On an annual basis, review and revise Advanced Operator Training and implement changes based on collision statistics and MotoTrax analytics.

6. To maintain zero fatalities in our transit system.

7. To reduce our agency injuries and injury rate by 20% as indicated in Kitsap Transit’s agency targets.

8. To reduce our agency safety events and rate by 20% as indicated in Kitsap Transit’s agency targets.

9. To increase Kitsap Transit’s System Reliability by 20%.

10. On a continual basis, review and implement WSTIP best practices for Transit Organizations.

11. **Implement SMS safety risk registers for Operations and Vehicle Maintenance departments in TrackIt Management.**

12. **Implement Bipartisan Infrastructure Law changes for 2023**

13. **Establish a comprehensive conflict de-escalation training program for staff directly related to safety.**

---

**Safety Management Policy Communication**

The Chief Safety Officer, who leads Kitsap Transit’s SMS activities, administers this plan at the Executive Director’s direction.

Kitsap Transit staff **was introduced to incorporated SMS principles in April 2015, implementing**
the original Kitsap Transit System Safety Program Plan with the introduction of the 2020 Agency Safety Plan. Kitsap Transit’s Safety Management Policy Statement is distributed to each employee in the form of a mail-out flyer upon the approval of the plan, annually. Kitsap Transit also posts copies of the Safety Management Policy on bulletin boards at Harborside, Charleston Base, North Base, and South Base, and in the operations and maintenance break areas of the operating division. The Safety Management Policy is also available for all employees on the internal company website. Kitsap Transit has incorporated review and distribution of the Safety Management Policy Statement into new-hire training and all-staff annual refresher training.

**Authorities, Accountabilities, and Responsibilities**

*Describe the role of the following individuals for the development and management of the transit agency’s Safety Management System (SMS).*

| Accountable Executive | The Executive Director of Kitsap Transit serves as the Agency’s Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:  
| --- | --- |
|  | • Controls and directs human and capital resources needed to develop and maintain the ASP and SMS.  
|  | • Designates an adequately trained Chief Safety Officer who is a direct report.  
|  | • Ensures that Kitsap Transit’s SMS is effectively implemented.  
|  | • Ensures action is taken to address substandard performance in Kitsap Transit’s SMS.  
|  | • Assumes ultimate responsibility for carrying out Kitsap Transit’s ASP and SMS.  
|  | • Accepts safety risks associated with identified hazards and mitigates unacceptable safety risks.  
|  | • Maintains responsibility for carrying out the agency’s Transit Asset Management Plan.  

| Chief Safety Officer or SMS Executive | The Accountable Executive designates Mary Pauly of Kitsap Transit as the Chief Safety Officer as the position with the authority for carrying out the day-to-day implementation and operation of Kitsap Transit’s safety management system. The Chief Safety Officer holds a direct line of reporting to the Accountable Executive.  
| --- | --- |
|  | The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:  
|  | • Develops and updates Kitsap Transit’s ASP and SMS policies and procedures.  
|  | • Ensures and oversees day-to-day implementation and operation of Kitsap Transit’s SMS.  
|  | • Manages Kitsap Transit’s ESRP.  

---
- Chairs the Kitsap Transit Safety Committee and
- Coordinates the activities of the committee;
- Oversees the establishment and maintenance of Kitsap Transit’s Origami Safety reporting program and Safety Event reports and analyzes trends in hazards, occurrences, incidents, and accidents; and
- Oversees the preservation and distribution of minutes from the committee meetings.
- Advises the Accountable Executive on SMS progress and status.
- Oversees the establishment and completion of training and testing programs for all new employees.
- Identifies substandard performance in Kitsap Transit’s SMS and develops action plans for approval by the Accountable Executive.
- Ensures Kitsap Transit Policies are consistent with Kitsap Transit’s safety objectives.
- Provides Safety Risk Management (SRM) expertise and support for other Kitsap Transit personnel who conduct and oversee Safety Assurance Activities.

<table>
<thead>
<tr>
<th>Agency Leadership and Executive Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Leadership and Executive Management are responsible for day-to-day SMS implementation and operation of Kitsap Transit’s SMS under this plan. Kitsap Transit’s Agency Leadership and Executive Management include:</td>
</tr>
<tr>
<td>- Kitsap Transit Executive Director</td>
</tr>
<tr>
<td>- Director of Operations</td>
</tr>
<tr>
<td>- Director of Vehicle Maintenance</td>
</tr>
<tr>
<td>- Director of Human Resources</td>
</tr>
<tr>
<td>- Director of Finance</td>
</tr>
<tr>
<td>- Director of Capital &amp; Service Development</td>
</tr>
<tr>
<td>- Director of Marketing &amp; Public Information</td>
</tr>
<tr>
<td>- Director of Marine Services (See Marine Safety Plan that conforms to MARSEC SMS, and USCG standards), and</td>
</tr>
<tr>
<td>- Operations managers and supervisors</td>
</tr>
<tr>
<td>- Maintenance manager and supervisors</td>
</tr>
</tbody>
</table>

Kitsap Transit Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:
- Participate as members of Kitsap Transit’s Safety Committee (Operations managers and supervisors will rotate through the Safety Committee on a one-year term. The Chief Safety Officer/Designee and the Clerk of the Committee will be permanent advisory positions).
- Complete training on SMS and Kitsap Transit’s ASP elements.
- Oversee day-to-day operations of the SMS in their departments.
- Provide safety training as needed.
- Modify policies in their departments consistent with the implementation of SMS, as necessary.
- Facilitate the establishment of a maintenance and preventative maintenance program and establish standards to ensure all buses operated are regularly and systematically inspected, maintained, and lubricated.
- Ensure that documentation of all maintenance functions is complete.
- Establish written operational and safety procedures to be provided to all employees.
- Provide subject matter expertise to support the implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.

<table>
<thead>
<tr>
<th>Key Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitsap Transit uses the Safety Committee and All-Staff Meetings to support its SMS and safety programs:</td>
</tr>
<tr>
<td>• Safety Committee: Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during the monthly meeting. The Safety Committee is comprised of 174 members that include:</td>
</tr>
<tr>
<td>➢ Chief Safety Officer (or designee),</td>
</tr>
<tr>
<td>➢ Safety Committee Clerk/HR Administrative Associate</td>
</tr>
<tr>
<td>➢ One (1) Routed and one (1) ACCESS operations manager or supervisor</td>
</tr>
<tr>
<td>➢ Three (3) elected Routed operators</td>
</tr>
<tr>
<td>➢ Three (3) elected ACCESS operators</td>
</tr>
<tr>
<td>➢ One (1) Facilities Maintenance supervisor</td>
</tr>
<tr>
<td>➢ One (1) Vehicle Maintenance supervisor</td>
</tr>
<tr>
<td>➢ One (1) Vanpool Coordinator/Service Development</td>
</tr>
<tr>
<td>➢ One (1) Marine Services representative</td>
</tr>
<tr>
<td>➢ One (1) Vehicle Maintenance Worker</td>
</tr>
<tr>
<td>➢ The Routed and ACCESS Drivers of the Year.</td>
</tr>
<tr>
<td>Safety events and safety suggestions are reviewed to improve overall agency safety.</td>
</tr>
<tr>
<td>• Quarterly Director Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. The information discussed at these meetings will be</td>
</tr>
</tbody>
</table>
documented. Safety information from these meetings will be addressed by individual directors, managers, or supervisors with each respective workgroup.

4.1 Employee Safety Reporting Program

Kitsap Transit’s ESRP (Employee Safety Reporting Program) encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, who will add them to the daily Operations Log.
- Report conditions using their name or anonymously using TrackIt digital forms.
- Report conditions using the TrackIt “Near Miss” report/log forms.
- Report conditions directly to any supervisor, manager, or director.

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

Anyone in the agency may complete an Employee Suggestion Program form for non-emergency safety concerns. The procedures for handling safety suggestions are as follows:

1. Employees complete the Employee Suggestion Form describing their proposal in detail using Smartsheet via Kitsap Transit’s Pride website. The employee submission will be sent by email to the HR Administrative Associate for processing.

2. Smartsheet will assign a number to each suggestion, recording it in a tracking log. The HR Administrative Associate will verify the information within Smartsheet and send a letter of acknowledgment to the Employee via interoffice mail. It will proceed through the system defined below.

3. HR will route non-emergency safety-related electronic forms to the appropriate department:
   - Operations – Operations Manager
   - Maintenance – Maintenance Manager
   - ACCESS – ACCESS Manager
   - Facilities – Facilities Supervisor
   - Marine Services – Marine Services Management
   - Marketing – Public Information Officer
The Director/Manager of the affected department will evaluate each suggestion or the case suggestion that has implications for more than one department, by all directors whose department is concerned.

4. The director/evaluator will consider the suggestion by using the four scales on the suggestion form. The four scales are as follows:
   - Importance of the subject.
   - Effectiveness if implemented.
   - Feasibility of implementation.
   - Cost of implementation.

5. The Evaluator will return the completed Employee Suggestion form to the HR Administrative Associate with the Final Decision via Smartsheet response.
   - HR will update the tracking log with the Final Decision.
   - HR will create a Smartsheet memo to the employee with the Final Decision, including the original employee suggestion, and mail the packet through interoffice to the employee.
   - HR will email the employee’s manager a copy of the completed suggestion form.

6. A copy of all new safety suggestions will be included in the Safety Committee agenda for their information only, even if no response has been received yet.
   - Each month, the status of each suggestion will be listed on the agenda also, for the committee's information.
   - Suggestions with responses/actions are returned to HR by the responder. These will be included in the next Safety Committee meeting for the committee's review.

Most safety issues are handled at the lowest possible level. HR will route the Safety-related form to the Safety Committee for review at the monthly Safety Committee meeting. Safety Committee will either respond to the Safety form, or direct the HR Administrative Associate which Department Director to route the suggestion form to for a reply.

The HR Administrative Assistant also communicates with the Chief Safety Officer. Kitsap Transit’s Chief Safety Officer, supported by the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through Kitsap Transit’s SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through Kitsap Transit’s Safety Assurance process.

Kitsap Transit’s Chief Safety Officer discusses actions taken to address reported safety conditions during annual All-Staff Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee follows up directly with the employee when Kitsap Transit determines whether to take action and after any mitigation
actions are implemented.

Kitsap Transit encourages participation in the ESRP by protecting employees that report safety conditions in good faith (see Kitsap Transit’s Employee Handbook [Section 2 “Employee Whistle Blowing Policy”] for more information). However, Kitsap Transit may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity, such as but not limited to assault or theft;
- Gross negligence, such as but not limited to knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk;
- Deliberate or willful disregard of regulations or procedures, such as but not limited to reporting to work under the influence of controlled substances.
- Premeditated or intentional acts of violence against people or damage to equipment/property;
- Actions or decisions involving material negligence which, in the agency’s judgment, no reasonably prudent employee would take.

Section 5 - Safety Risk Management

Safety Risk Management Process
Describe the Safety Risk Management process, including:

- Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.
- Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.
- Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.

Kitsap Transit uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to Kitsap Transit’s leadership. Kitsap Transit’s SRM process allows the agency to carefully examine what mechanisms, procedures, and operations are likely to result in harm, and determine whether sufficient precautions to minimize the associated risks have been taken or if further mitigations are necessary.
Kitsap Transit’s Chief Safety Officer leads Kitsap Transit’s SRM process, working with Kitsap Transit’s Safety Committee and agency leadership to identify hazards and consequences, assess safety risk or potential impacts, and mitigate safety risks. The results of Kitsap Transit’s SRM process are documented in our appendix, our Safety Risk Register, and referenced materials.

Kitsap Transit’s SRM process applies to all elements of our system, including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

In carrying out the SRM process, Kitsap Transit uses the following terms:

- **Event** – Any accident, incident, or occurrence.
- **Hazard** – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to Kitsap Transit; or damage to the environment.
- **Risk** – Composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk Mitigation** – Method(s) to eliminate or reduce the impact of hazards.
- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to Kitsap Transit’s property or the environment.

**Safety Hazard Identification**

The safety hazard identification process offers Kitsap Transit the ability to identify hazards and potential consequences in carrying out the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- ESRP (see 4.1 and A.5.1.4);
- Review of vehicle camera footage (see A.5.1.3 & A.5.7);
- Review of monthly performance data and safety performance targets;
- Observations from supervisors;
- Maintenance and Facilities reports (see A.5.1.5 & A.5.1.9);
- Comments from customers, passengers, and third parties, including Kitsap Transit’s transit insurance pool and vendors;
- Safety Committee meetings (see A.5.1.7), Director staff meetings, and All-Staff Meetings;
- Results of audits and inspections of vehicles and facilities (see A5.1.5, A.5.1.8, A.5.1.9);
- Results of training assessments;
- Emergency response planning, coordination, and training (see A.5.8);
- Emergency evacuation drills and site planning (see A.5.9);
• Exposure control plans (see A.5.14);
• Infectious Diseases Control Plan (see COVID-19 exposure prevention, preparedness, and response plan);
• Near-Miss reporting program (see A.5.7);
• Investigations into safety events, incidents, and occurrences (see A.5.12 & A.5.13); and
• Federal Transit Administration (FTA) and other oversight authorities (mandatory information sources).

When a safety concern is observed by Kitsap Transit’s management or supervisory personnel, whatever the source, it is reported to Kitsap Transit’s Chief Safety Officer. Procedures for reporting hazards to Kitsap Transit’s Chief Safety Officer are reviewed during All-Staff Meetings and in the Safety Committee. Kitsap Transit’s Chief Safety Officer also receives employee reports from the ESRP (see 4.1), customer comments related to safety, and the information reported from the dispatch daily Operations Log. Kitsap Transit’s Chief Safety Officer reviews these sources for hazards and ensures they are documented in the Safety Risk Register maintained by the Human Resources Administrative Associate Department.

Kitsap Transit’s Chief Safety Officer also may enter hazards into the Safety Risk Register based on their review of Kitsap Transit’s operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

Kitsap Transit’s Chief Safety Officer may conduct further analyses of hazards and consequences entered into the Safety Management System to collect information and identify additional consequences, and to inform which risks to safety should be prioritized for safety risk assessment. In following up on identified hazards, Kitsap Transit’s Chief Safety Officer may:

• Reach out to the reporting party, if available, to gather all known information about the reported hazard;
• Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
• Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
• Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
• Contact other departments that may have an association with or technical knowledge relevant to the reported hazard;
• Review any past documented hazards of a similar nature; and
• Evaluate tasks and/or processes associated with the reported hazard.
Kitsap Transit’s Chief Safety Officer will then include in the agenda time to discuss identified hazards and consequences with the Safety Committee during monthly meetings. This agenda may consist of additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports, and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent significant property destruction, or avoid harm to the environment that would constitute a violation of the Environmental Protection Agency or the Washington State environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

Safety Risk Assessment

Kitsap Transit assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes evaluating the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The Chief Safety Officer and Safety Committee assess prioritized hazards using Kitsap Transit’s Safety Risk Matrix (see A.6.4). This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a hazard rating. For example, a threat may be assessed as “1A” or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

This matrix also categorizes combined risks into levels, High, Serious, Medium, Low, or Eliminated based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- “High” hazard ratings will be considered unacceptable and require action from Kitsap Transit to mitigate the safety risk,
- “Serious” hazard ratings will be considered undesirable and require a Management review and decision,
- “Medium” hazard ratings will be regarded as undesirable and require Kitsap Transit’s Safety Committee to decide on their acceptability, and
- “Low” hazard ratings may be accepted by the Chief Safety Officer without additional review.
- “Eliminated” hazard ratings will be accepted by the Chief Safety Officer as a mitigated solution.
Using a categorization of High, Serious, Medium, Low, or Eliminated allows for hazards to be prioritized for mitigation based on their associated safety risk.

The Chief Safety Officer schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer or their designee reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Chief Safety Officer will facilitate the completion of relevant sections of the Safety Risk Register, using the Kitsap Transit Safety Risk Assessment Matrix, with the Safety Committee. The Chief Safety Officer will document the Safety Committee’s safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Chief Safety Officer will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, other information collection, and completed Safety Management System and Safety Risk Register sections for three years from the date of generation.

Safety Risk Mitigation

Kitsap Transit’s Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish practices or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. Kitsap Transit can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. Kitsap Transit’s Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Management System and makes the data available to the Safety Committee during monthly meetings and to Kitsap Transit staff upon request.

In the Safety Risk Register, Kitsap Transit’s Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

Section 6 – Safety Assurance

Through Kitsap Transit’s Safety Assurance Process, Kitsap Transit:

- Evaluates compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control for agency safety risk;
- Monitor employee driving records utilizing the best practice standards set forth by Kitsap

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• Assess the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended (see A.6.4, A.6.6, & A.6.7);
• Utilizing Driving Improvement Technology to identify causal factors to events and mitigate risk (see A.6.3);
• Investigates safety events to identify causal factors (see A.6.2 & A.6.5); and
• Analyzes information from safety reporting, including data about safety failures, defects, or conditions (see A.6.4, A.6.6, & A.6.7).

Safety Performance Monitoring and Measurement

Kitsap Transit has processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

• Safety audits (see A.6.4, A.6.6, & A.6.7)
• Informal inspections (see A.6.4, A.6.6, & A.6.7)
• Review of onboard camera footage to assess drivers and specific incidents (see A.6.3)
• Safety surveys
• ESRP (see 4.1)
• Contractor Safety Coordination (see A.6.10)
• Investigation of safety occurrences (see A.6.2)
• Safety review before the launch or modification of any facet of service,
• Facility and equipment inspections (see A.6.4, A.6.6, & A.6.7)
• Daily data gathering and monitoring of data related to the delivery of service (see A.6.8)
• Regular vehicle inspections and preventative maintenance (see A.6.6 & A.6.7)

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

Kitsap Transit monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation required.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk
mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports, conducting job performance observations, or other activities. The Chief Safety Officer will endeavor to make use of existing Kitsap Transit’s processes and activities before assigning new information collection activities.

Kitsap Transit’s Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during monthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as planned, the Safety Committee will propose a course of action to modify the mitigation or take other measures to manage the safety risk. The Chief Safety Officer will approve or change this proposed course of action and oversee its execution.

Kitsap Transit’s Chief Safety Officer and Safety Committee also monitor Kitsap Transit’s operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Describe activities to conduct investigations of safety events, including the identification of causal factors.

Kitsap Transit maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors. Additionally, KT reviews the existing mitigations in place at the time of the event (see A.6.2 for Kitsap Transit’s Safety Event Investigation Procedures Manual for specific procedures for conducting safety investigations). These procedures also reflect all traffic safety reporting and investigation requirements established by Washington State’s Department of Licensing.

The Chief Safety Officer maintains all documentation of Kitsap Transit’s investigation policies, processes, forms, checklists, activities, and results. As detailed in Kitsap Transit’s procedures, an investigation report is prepared and sent to the Accident/Incident Review Committee for integration into their analysis of the event.

Kitsap Transit’s Accident/Incident Review Committee consists of four (4) members representing vanpool, management, and operations. Kitsap Transit’s Accident/Incident Review Committee determines whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
• The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
• The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

Describe activities to monitor information reported through internal safety reporting programs.

The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through Kitsap Transit’s SRM process.

The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning Kitsap Transit’s safety performance, compliance with the operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.

The following activities are utilized to monitor the system for compliance with procedures for operations and maintenance:

1. Safety and Security Audits (see A.6.4);
2. Facilities and Equipment Inspections (see A.6.6);
3. Vehicle Maintenance Audits and Inspections (see A.6.7);
4. AngelTrax/CoPilot Technology and Analytics (see A.6.3); and
5. Safety Committee (see A.7.6)

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

The following activities and actions are utilized to identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended in the following appendices:

1. Safety and Security Audits (see A.6.4)
2. Facilities and Equipment Inspections (see A.6.6)
3. Vehicle Maintenance Audits/Inspections (see A.6.7)
4. AngelTrax/Copilot Technology and Analytics (see A.6.3)
5. Employee Safety Reporting Program (see 4.1)

Describe activities to conduct investigations of safety events, including the identification of causal factors.
Investigative activities and actions related to safety events for causal factors are described in the following appendices:

1. Event Reporting and Investigation (see A.6.2)
2. AngelTrax/CoPilot Technology and Analytics (see A.6.3)
3. Employee Safety Reporting Program (see 4.1)
4. On-the-Job Injury Investigation (see A.6.2.2)

Describe activities to monitor information reported through internal safety reporting programs.

Activities to monitor internally reported safety information may be found in our ESRP (4.1) description.

Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impacts safety performance.

Change is introduced to Kitsap Transit through new transit vehicle purchases, rehabilitation of existing vehicles, introductions of new technology, organizational changes, and new or revised regulations. Management of change is handled at an individual department level. This process utilizes a modified Mil-Standard 882 matrix to identify problems and the consequences of their potential mitigations (see A.6.4.2.1).

When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through Kitsap Transit’s SRM process. Kitsap Transit’s Safety Risk Register is utilized to track and identify potential safety concerns.

The primary purpose of change management, system modification, and safety and security certification is to ensure that changes to the baseline/existing or significant capital projects for the transit system are reviewed for conformance with existing Kitsap Transit standards and to identify and assess potential hazards before making changes to documents, equipment, facilities, or transit routes. Safety-critical operational documents, bus facilities, revenue, and non-revenue vehicles equipment, and transit routes are subject to change management and formal document control procedures. They include but are not limited to, agency policies, standard operating procedures, emergency operating procedures, safety and operating rules, training materials, drawings, and engineering reference information.

These documents are subject to review or revision as a result of:

- Incidents or mishaps (Safety Committee)
- Major service changes, excluding routine schedule adjustments (Run Committee and Planning)
- Accumulation of special instructions or notices, which warrant revision to a “parent” document.
- Proposed design changes to facilities, equipment, or vehicles.
- Policy changes
Configuration Control

The Configuration Control process ensures that systemic changes to equipment, facilities, design elements, etc. are reflected in the “as-built” drawings, related documents, and records of critical safety changes in our operating fleet. Further, attention is given to technological changes made throughout the transit system. Changes are documented, and information is provided to ensure personnel are provided the most accurate depiction of Kitsap Transit’s system. This process aids in ensuring the unintentional introduction of hazards to the system are avoided through proper top-down and bottom-up communication. This also supports system designers being fully informed of the current system configuration before implementing new changes to the system.

Configuration management within Kitsap Transit consists of a Project Management Plan (PMP) process during design and construction and the management of change (MOC) process during operations.

Capital Development coordinates new systems or extensions before they are implemented in the existing operating environment. Project managers use the Capital Project Planning and Management document to guide capital projects.

Representatives from each involved department and safety are represented in the PMP process. For project changes to existing structures or facilities, affected Kitsap Transit personnel, public, or other affected groups should be notified of the change, which might have potential safety or security impacts.

Quality Assurance

Large projects at Kitsap Transit have a quality assurance/quality control (QA/QC) function built into the project's design and construction. In general, QA/QC activities in large projects follow standard industry practice and are subject to FTA and others review. During construction projects, quality control is a requirement of the contractor and submitted in their quality plan before construction initiation. Kitsap Transit retains qualified inspectors and testing firms to provide Quality Assurance by document submittal reviews and periodic testing of materials throughout the project. Received goods are compared to items ordered, lot numbering, or other certifications as required on safety-critical items. Where applicable, receiving personnel assures that lot number documentation is provided before materials are received or accepted. Periodically, managers, supervisors, or audit teams will randomly sample hardware, slings, lifting devices, and other tools to ensure compliance with specifications. Items will also be periodically functionally tested to ensure they meet standards.

System Modification

Kitsap Transit ensures proposed modifications to the system are evaluated for hazards. Changes to the system are not made until it can be determined how the change may affect bus operations'
safety. Individual departments use temporary teams of managers, supervisors, and frontline employees assembled to address specific safety issues. The teams are temporary, typically lasting only several weeks or months; until the team actions are either fully implemented or determined to be a risk to the system. The Service Department reviews changes to service design in partnership with the Run Committee and under the Executive Director's direction.

**Procurement Process**

Kitsap Transit’s procurement process is designed to ensure materials and services obtained by the organization adhere to the safety standards of our system. To that end, Kitsap Transit includes safety requirements in contracts and receives Safety Data Sheets (SDS) for product procurement. The SDS program provides information on each chemical's properties, health, environmental health, physical properties, personal protective measures, and safety precautions related to safe handling, transportation, and storage of chemicals in our system.

Kitsap Transit’s Globally Harmonized Systems (GHS) program and SDS program have established procedures related to acquiring and disseminating information related to system hazardous materials. SDS information is available to all employees at each worksite and is digitally available on every workstation at Kitsap Transit through the Washington State Transit Insurance Pool (WSTIP) digital portal. Materials are updated in the system and controlled by the Maintenance Department and Inventory Control. When new materials or chemicals are delivered, Inventory Control verifies the item delivered has been previously approved. The facilities where the product is used must meet applicable federal, state, and local regulations for proper labeling, storage, handling, and disposal of hazardous materials, including documentation and recordkeeping requirements. Inventory Control manages record keeping.

The procurement of transit vehicle parts follows established procedures and is overseen by the Maintenance Department. Components may not be substituted without prior authorization of the Maintenance Department through Inventory Control and only if the substitution will not adversely affect any system's safety. Inventory Control and Maintenance functions include:

- Ensuring the procurement process complies with the established procedures for evaluating materials and products for use by Kitsap Transit
- Ensure that products purchased meet SDS requirements, copies of SDS are delivered with all materials and that materials undergo evaluation before a purchase is performed
- Develop, maintain, and utilize a list of hazardous materials and equipment
- Adhere to safety procedures related to hazardous substance acquisition, handling, labeling, storage, disposal, and record keeping.
- Ensure that SDS requirements are met, and copies are maintained for all materials
**Bus Acceptance Standard**

Kitsap Transit’s Bus Acceptance process ensures that all new buses accepted into the fleet conform and meets all adopted safety standards. The Vehicle Maintenance Department is responsible for this process. Under this process, buses accepted into the fleet have been inspected and determined to meet established industry safety standards. The approach focuses on verifying industry safety standards are met or exceeded in the design before being introduced into revenue service and do not introduce hazards into Kitsap Transit’s System.

**Organizational Change**

Changes to the organizational structure, which involve staffing changes, are submitted to the Executive Team for review to ensure that they do not adversely affect the Transportation System's safety. The Accountable Executive approves all such organizational changes.

In addition, Kitsap Transit’s Transit Asset Management (TAM) Plan and State of Good Repair efforts are managed separately but are inputs to the SMS processes.

**Continuous Improvement**

*Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address the identified safety deficiencies.*

FTA defines continuous improvement as a process by which a transit agency examines safety performance to identify safety deficiencies and carry out a plan to address the identified safety deficiencies. Kitsap Transit uses temporary teams of managers, supervisors, and frontline employees assembled to address specific safety issues. The teams are temporary, typically lasting several weeks or months; until the team actions are fully implemented. In addition, in cooperation with the Safety Committee, the human resources department evaluates risks/safety concerns and creates and executes Corrective Action Plans, when needed, to continuously improve the safety of Kitsap Transit. These team activities are also expected to include any improvements and changes needed for the Kitsap Transits SMS based on experience and changes in the risk environment. *(See A.7.6, Safety Committee)*

**Corrective Action Plans**

Corrective Action Plans (CAPs) are utilized to resolve deviations or violations in rules, agency policy, plans, or procedures. Further, CAPs are utilized to address the elimination or resolution of safety risks identified through our safety risk assessment process. Sources of finding that require CAPs include, but are not limited to, event investigations, inspections, rules and compliance testing, operational or mechanical failures, audits, reviews, NTD reporting, NTSB reports, and FTA advisories.

**Advanced Operator Training**

Advanced Operator Training (AOT) is led by the Operations Division and supported by Training. The goal of the program is to ensure employees have proper knowledge of safe bus operating
Based on identified safety trends, operators receive blended-learning training comprised of classroom and closed course exercises to test bus operations personnel's skills. The program's goal is to remind and refresh personnel in perishable driving skills and the application of appropriate rules, SOPs, and skills that are subject to “practical drift.”

**Compliance Checks**

Compliance Checks are designed to monitor employee conduct. The checks ensure employees adhere to SOPs, specific rules, procedures, and skills in the performance of standard work duties. Compliance Checks include monitoring bus operators and maintenance personnel.

Individual compliance checks include observations regarding employees adhere to existing rules and procedures while performing their assigned duties. On-scene coaching may occur upon an observed violation of established rules, SOP, or training. Further, violations are also communicated with appropriate managers for training or discipline.

**Safety Culture**

Kitsap Transit’s safety culture is established on the “Lessons Learned” principle. Safety is informed through experience through documented reports, investigations, audits, other industry data sources, and through analyzing data changes.

### Section 7 - Safety Promotion

**Competencies and Training**

*Describe the safety training program for all agency employees and contractors directly responsible for safety.*

Kitsap Transit’s comprehensive safety training program applies to all Kitsap Transit employees directly responsible for safety, including:

- Bus vehicle operators
- Dispatchers
- Maintenance technicians
- Managers and supervisors
- Agency Leadership and Executive Management
- Chief Safety Officer
- Accountable Executive

Kitsap Transit dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee’s safety-related job responsibilities and their role in the SMS.
Basic training requirements for Kitsap Transit employees, including frequencies and refresher training, are documented in Kitsap Transit’s Safety Training Matrix (PayChex) and the Kitsap Transit Employee Handbook.

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and in-service training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training
- Ongoing skill training for vehicle maintenance supervisors
- Accident investigation training for vehicle maintenance supervisors
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors
- Training provided by vendors

Kitsap Transit’s Accountable Executive, Chief Safety Officer, Agency Leadership and Executive Management team must complete FTA’s SMS Awareness online training.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

Kitsap Transit’s Accountable Executive, Chief Safety Officer, and Director of Human Resources coordinate Kitsap Transit’s safety communication activities for the SMS. Kitsap Transit’s operations focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- **Communicating safety and safety performance information throughout the agency:** Kitsap Transit communicates information on safety and safety performance in its quarterly newsletter (On the Road) and during annual All-Staff Meetings. Kitsap Transit also has a permanent agenda item in all monthly staff meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Kitsap Transit’s service or safety performance, and updates regarding SMS implementation. Kitsap Transit also requests information from employees during these meetings, which is recorded in meeting minutes. Finally, Kitsap Transit’s Chief Safety Officer and Training Specialist post safety bulletins and flyers on the bulletin boards and electronic bulletin boards located in all bus operators and maintenance technicians break rooms, advertising safety messages, and promoting awareness of safety issues.
Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, Kitsap Transit distributes safety policies and procedures, included in the Kitsap Transit Employee Handbook, to all employees. Kitsap Transit provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators, and vehicle technicians. For newly emerging issues or safety events at the agency, Kitsap Transit’s Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.

Informing employees of safety actions taken in response to reports submitted through the ESRP: Kitsap Transit provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP (4.1). Communications include handouts and flyers, safety talks, updates to bulletin boards, documented replies to suggestion, and one-on-one discussions between employees and supervisors.

Section 8 – Additional Information

Supporting Documentation

Kitsap Transit will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entities upon request.

Section 9 – Definitions of Special Terms Used in the ASP

Kitsap Transit incorporates all of FTA’s definitions that are in 49 CFR § 673.5 of the Public Agency Safety Plan

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<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>ACCESS</td>
<td>Kitsap Transit’s Paratransit service.</td>
</tr>
<tr>
<td>Accident</td>
<td>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.</td>
</tr>
<tr>
<td>Accountable Executive</td>
<td>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</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Equivalent Authority</td>
<td>An entity that carries out duties similar to that of a Board of Directors for a recipient or sub-recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub-recipient's Public Transportation Agency Safety Plan.</td>
</tr>
<tr>
<td>Event</td>
<td>Any Accident, Incident, or Occurrence.</td>
</tr>
<tr>
<td>Hazard</td>
<td>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.</td>
</tr>
<tr>
<td>Incident</td>
<td>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.</td>
</tr>
<tr>
<td>Investigation</td>
<td>The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.</td>
</tr>
<tr>
<td>National Public Transportation Safety Plan</td>
<td>The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.</td>
</tr>
<tr>
<td>Occurrence</td>
<td>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.</td>
</tr>
<tr>
<td>Operator</td>
<td>A provider of public transportation as defined under 49 U.S.C. 5302.</td>
</tr>
<tr>
<td>Performance Measure</td>
<td>An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.</td>
</tr>
<tr>
<td>Performance Target</td>
<td>A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.</td>
</tr>
<tr>
<td>Risk</td>
<td>The composite of predicted severity and likelihood of the potential effect of a hazard.</td>
</tr>
<tr>
<td>Risk Mitigation</td>
<td>A method or methods to eliminate or reduce the effects of hazards.</td>
</tr>
<tr>
<td>Safety Assurance</td>
<td>Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk</td>
</tr>
</tbody>
</table>
mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

<table>
<thead>
<tr>
<th>Safety Management Policy</th>
<th>A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Management System</td>
<td>The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.</td>
</tr>
<tr>
<td>Safety Performance Target</td>
<td>A performance target related to safety management activities.</td>
</tr>
<tr>
<td>Safety Promotion</td>
<td>A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.</td>
</tr>
<tr>
<td>Safety Risk Assessment</td>
<td>The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.</td>
</tr>
<tr>
<td>Safety Risk Management</td>
<td>A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.</td>
</tr>
<tr>
<td>Serious Injury</td>
<td>any injury which: (1) Requires hospitalization for more than 48 hours, commencing within seven days from the date when 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.</td>
</tr>
<tr>
<td>Transit Agency</td>
<td>An operator of a public transportation system.</td>
</tr>
<tr>
<td>Transit Asset Management Plan</td>
<td>The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.</td>
</tr>
</tbody>
</table>

### Section 10 - List of Acronyms Used in the ASP

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Word or Phrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>American’s with Disabilities Act of 1990</td>
</tr>
<tr>
<td>AED</td>
<td>Automated External Defibrillator</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>AOT</td>
<td>Advanced Operator Training</td>
</tr>
<tr>
<td>ASP</td>
<td>Agency Safety Plan</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CPR</td>
<td>Cardio Pulmonary Resuscitation</td>
</tr>
<tr>
<td>DOT</td>
<td>Department Of Transportation</td>
</tr>
<tr>
<td>EAP</td>
<td>Employee Assistance Program</td>
</tr>
<tr>
<td>ESRP</td>
<td>Employee Safety Reporting Program</td>
</tr>
<tr>
<td>FTA</td>
<td>Federal Transit Administration</td>
</tr>
<tr>
<td>MARSEC</td>
<td>Maritime Security</td>
</tr>
<tr>
<td>MPO</td>
<td>Metropolitan Planning Organization</td>
</tr>
<tr>
<td>OJI</td>
<td>On-the-Job Injury</td>
</tr>
<tr>
<td>Part 673</td>
<td>49 CFR Part 673 (Public Transportation Agency Safety Plan)</td>
</tr>
<tr>
<td>SMS</td>
<td>Safety Management System</td>
</tr>
<tr>
<td>SRM</td>
<td>Safety Risk Management</td>
</tr>
<tr>
<td>U.S.C</td>
<td>United States Code</td>
</tr>
<tr>
<td>USCG</td>
<td>United States Coast Guard</td>
</tr>
<tr>
<td>VRM</td>
<td>Vehicle Revenue Miles</td>
</tr>
<tr>
<td>WSDOT</td>
<td>Washington State Department of Transportation</td>
</tr>
<tr>
<td>WSTIP</td>
<td>Washington State Transit Insurance Pool</td>
</tr>
</tbody>
</table>
Appendices

APPENDIX 5.0 SAFETY RISK MANAGEMENT

A.5.1 Hazard Identification Programs

Primary hazard identification is made through normal daily work processes. Additionally, Kitsap Transit also has in place the following:

A.5.1.1 Data Gathering and Analysis

The Human Resources Department and the Chief Safety Officer are responsible for gathering and analyzing accident-related data on an annual basis.

A.5.1.2 Department Safety Meetings

The Facilities Maintenance Department holds monthly bi-weekly staff meetings where safety issues and specific incidents are reviewed. The Vehicle Maintenance department holds Staff/Safety meetings bi-weekly where safety issues are raised, discussed, and resolved. The Marine Maintenance Department holds monthly Staff/Safety meetings where safety issues are raised, discussed, and resolved.

A.5.1.3 AngelTrax/CoPilot Driving Performance Improvement Program

The goal of the CoPilot safety program is to improve driver safety and reduce collisions. The program utilizes a palm-sized recorder mounted in revenue service vehicles, which captures video that can be reviewed and analyzed to identify and correct driving behaviors that contribute to collisions and safety events.

A.5.1.4 Employee Suggestion Program

The employee suggestion program encourages employees to write out workplace improvement suggestions, including safety suggestions. These suggestions are reviewed monthly by the Safety Committee and responded to in writing by the appropriate department. All employee suggestions, be they safety-related or other, are forwarded to the appropriate department director. The department then takes appropriate action, and a documented response is provided to the employee and published in the internal employee newsletter.

A.5.1.5 Facilities Requests

Facilities maintenance requests (including an online automated work order system) are forwarded to the appropriate department and action is taken immediately depending upon the nature of the situation.
A.5.1.6 Near Miss Reporting Program

In addition to the gathering and analysis of accident data, Kitsap Transit implemented a Near Miss reporting program in 2015. This proactive program endeavors to gather and analyze safety-related data before an accident even happens. A copy of the program is located in the Appendix and is provided to employees in their operator handbooks (Green/Blue Book).

A.5.1.7 Safety Committee

The Human Resources Director/Chief Safety Officer, or designee, is the advisor to the Safety Committee. Kitsap Transit’s Safety Program includes the Safety Committee, which meets monthly IAW WAC 296-800-130. The Safety Committee is made up of representatives from the Vehicle and Facilities Maintenance Departments, the Service Development Department, supervisors, Marine Services Department, and Routed and ACCESS drivers from the Operations Department.

A.5.1.8 Safety and Security Inspections

Kitsap Transit has a program in place of annual safety and security inspection. Staff from HR, Vehicle Maintenance, Facilities Maintenance, Operations, and the Drivers of the Year for Routed and ACCESS conducts these inspections. Staff is assigned to areas where they do not typically work to facilitate a “fresh set of eyes” inspection. Deficiencies are notated, consolidated, and then maintained through human resources. Where necessary, facility requests are generated to resolve or mitigate the shortfall.

A.5.1.9 Vehicle Repair Requests

Situations requiring immediate attention are reported via vehicle repair requests. They are then logged and maintained according to retention guidelines.

A.5.2 Hazardous Materials Programs

The Kitsap Transit Hazardous Materials handling program complies with the requirements of 29 CFR 1910.1200 Hazardous Waste Operations and Emergency Response and WAC 296-839. Kitsap Transit provides employees with useful information and training on hazardous chemicals in their work area at the time of their initial assignment. Similarly, whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area, this process will be followed. Additionally, Kitsap Transit provides information and procedures for handling the various hazardous materials employees come in contact with. Kitsap Transit provides PPE for those individuals handling hazardous materials and has safety equipment, such as eyewash stations, at all major facilities.

Chemical-specific information is always available through labels on containers and Material Safety Data Sheets (MSDS). Additionally, this information is available on all user desktops through the use of “MSDS Online.”
Handling procedures are posted in areas where individuals are likely to come in contact with such materials (e.g., where drivers are required to obtain antifreeze for their bus).

Procedures have been developed for areas of specific concern such as the Battery room, and all employees who operate in these areas are trained on these procedures.

Members of Kitsap Transit’s Vehicle and Facilities Maintenance operations receive Hazardous Materials First Responder Training, and a certified vendor provides annual refresher training. Copies of the Department of Transportation (DOT) Emergency Response Guidebook are located in the work area of Kitsap Transit’s Vehicle and Facilities Maintenance Departments.

A copy of the MSDS is maintained in each major facility with hazardous materials (Charleston Base, South Base, and North Base). Vehicle Maintenance and Facilities Maintenance personnel are trained on the MSDS during new hire training conducted by the Facilities Management. The trainees are also instructed on the use of “MSDS Online.”

**A.5.2.1 Hazardous Materials Exposure plan**

Per OSHA 29, CFR 1910.1030, and WAC 296-823, Kitsap Transit has implemented an Exposure Control Plan specifically dealing with Bloodborne Pathogens and other potentially infectious materials. This program is detailed in the Appendix (see A.5.14).

**A.5.3 ESMS**

In 2013, Kitsap Transit applied for and was selected to participate in a voluntary Environmental Sustainability Management System (ESMS) training program. ESMS is a system to manage, measure, and reduce Kitsap Transit's impact of its activities, products, and services on the environment, to operate with greater efficiency, and with a commitment to continual improvement. The two-year certification process ensures that Kitsap Transit is at the forefront of environmental management and meeting or exceeding federal recommendations for environmental sustainability.

For a full explanation and a copy of Kitsap Transit’s Environmental Policy, see: [https://www.kitsaptransit.com/uploads/pdf/ep-4.2.pdf](https://www.kitsaptransit.com/uploads/pdf/ep-4.2.pdf)

**A.5.4 Alternative Fuels and Safety**

Kitsap Transit uses a combination of five percent (5%) blend Bio-Diesel, Propane, and Electricity fuels in the bus fleet. Kitsap Transit has two fuel trucks that are used to fuel diesel vehicles at its North and South bases, in addition to in-ground fuel tanks at the Central base. Tank inspections are conducted by Facilities Maintenance staff and/or contractor. All the staff vehicles consist of a combination of diesel, propane, low octane gasoline, and hybrid drive vehicles.

Beginning in 2015, Kitsap Transit will place into service several vehicles that use propane. The propane fuel tanks were installed using best practices for OSHA compliance and have been inspected and permitted. All necessary staff are trained on operations, fueling procedures, and/or
maintenance. The propane fuel Safety and Security Plan is maintained and updated by the director of Vehicle and Facilities Maintenance.

A.5.5 First Aid, AEDs

Kitsap Transit has First Aid kits located at all of its locations. The locations are clearly marked. Specific areas for First Aid kits are as follows: South Base drivers room, South base facilities shop, South base training trailer, Charleston base 1st, and 2nd floor, Charleston base in inventory control, Harborside in the break room, Bremerton Transfer Center (CSO), North base drivers area. The First Aid kits are checked and re-stocked by ZEE medical services Cintas (1800-562-4552).

Kitsap Transit has Automated Electronic Defibrillators (AEDs) located at several locations, and they are clearly marked. Specific locations are: North base, Harborside, Charleston base 1st floor (driver’s room) and 2nd floor (kitchen area), Charleston base (maintenance shop area), and Bremerton Transfer Center (Customer Service Office). AEDs are on the Facilities Maintenance PM schedule and are checked monthly.

Kitsap Transit ensures that approximately ten percent (10%) of its staff maintain First Aid (which includes blood-borne pathogen) and AED certification. The selected staff represents a cross-section of employees to ensure that adequate coverage throughout the agency is maintained during all of its operations.

A.5.6 Evacuation Chairs

Kitsap Transit has an emergency evacuation chair located at the Harborside office building and another located on the 2nd floor of the Charleston base. The selected staff has been trained in its use.

Should an emergency response warrant the disabling of elevators, selected staff have been trained and instructed on how to use the emergency evacuation chair to assist employees or visitors that may not be able to use the stairs. Those individuals with limited mobility will be transferred to the evacuation chair. Unless immediate, imminent danger for loss of life exists, staff will not attempt to negotiate the evacuation chair down the stairs. Instead, the staff has been instructed to have one person stay with the individual with limited mobility on the stairwell landing. Once First Responders have arrived, they will be instructed where that individual is so that trained First Responders may render assistance.

A.5.7 Near-Miss Reporting Program and AngelTrax/CoPilot

In April 2015, Kitsap Transit implemented a Near Miss Reporting Program. Kitsap Transit subscribes to the Heinrich ratio theory that states that for every 300 near misses, an agency can expect one major event/injury/death. The purpose of the Near Miss Reporting Program and the AngelTrax/CoPilot Technology Program is to gather data so that dedicated resources can be
directed to potential at-risk situations before an event occurs. The AngelTrax/CoPilot Program is described in detail (see A.6.3).

As part of our training, we introduce operators to the Heinrich ratio. Dr. Heinrich, while working in the insurance industry, developed this model in the 1930s. His ratio states for every 300 near misses, an organization experiences one (1) major accident/injury/death. Below is a diagram of that model.

This model has been the basis of accident prevention for decades. In its purest form, the model strongly suggests that by reducing the number of near misses, an agency will reduce the frequency of significant accidents/injuries or deaths. With this model in mind, transit agencies have historically trained in accident prevention, defensive driving, and reactive accident investigation as a means to reduce near misses, thus reducing accidents.

Although accidents will happen, we must also realize these events are not only costly in terms of lost taxpayer dollars but also time-consuming to process and investigate and many times come with emotional distress for all parties involved.

In recent years, there has been a more significant effort to expand the use of the model by employing procedures and policies that proactively gather near-miss data before an event ever happens. In this manner, an agency can devote resources to an at-risk situation before an event instead of devoting the same or, in most cases, even more resources after the event. This philosophy has now been fully adopted by Kitsap Transit’s insurance carrier, the Washington State Transit Insurance Pool (WSTIP). WSTIP would like a “Near-Miss” policy implemented at their covered agencies, and Kitsap Transit agrees.

In some ways, Kitsap Transit already experiences the informal gathering of near-miss data. For years, operators have been reporting near-miss information via the radio. Additionally, employees report situations where a danger exists that could create a personal injury. And, some events that are formally recorded via an accident form are processed as a non-qualifying event. Clearly, these instances are near misses, as no claim of damage or injury occurred. What this policy aims to do is to expand and formalize an already informal system.
Policy and Procedure:
1. This WILL NOT be part of the PPCS or other discipline systems.
2. When a report of a near miss is made, the information is logged on a “Near Miss” report form and forwarded to HR for tracking purposes.
3. Employees will be encouraged to self-report this information. This is a voluntary program. Employees will not be required to fill out the form, and their name is optional.
4. Dispatchers/Supervisors should fill out a form when information is received via the radio. However, dispatchers/supervisors may ask follow-up questions at the end of a shift, only for the purposes of obtaining enough information to ascertain accuracy/completeness to the extent possible.
5. The near-miss report WILL NEVER be placed in a supervisor or personnel file.
6. The near-miss data WILL NOT be provided to WSTIP for any individual. Aggregate information may be shared to determine the effectiveness of the program.
7. The near-miss data will be logged and kept in a completely separate database.
8. Supervisors will not be given near-miss information on any individual. Only aggregate information will be disseminated.
9. Supervisors will be instructed not to bring up any near-miss information with operators. The operator must feel free to report the information with an understanding that it will not be held against them.
10. The program is meant to gather aggregate information, not individual information, so that training resources can be directed to a situation before an event happens.
11. This program will not replace any current policies, procedures, training programs, classes, etc. It is meant to augment all current practices in place.
12. The following form should be used to gather near-miss data for any situation where an accident, whether the vehicle (damage), passenger/pedestrian (injury), or OJI could occur or almost occurred.
Near Miss Report Log

Date of near miss: __________________
Submitted by: ________________________  Employee’s Name (optional): _______________
Time of near miss: ___________________
Type of near miss: Vehicle; Pedestrian; Personal Injury
Equipment: ________________  Route/Location: ____________________________
Estimated speed of the bus: _____________
Weather: _____________________________

Description of near miss Please include information such as; right turn, left turn, intersection, passengers/pedestrian, road hazard, construction zone, backing, parking, pulling away, other driver’s actions, etc., OR equipment, facilities, building, walking/pathway, etc.

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A. 5.8 Emergency Response Planning, Coordination, Training

Kitsap Transit provides security and emergency preparedness training to all employees. New employee training provides safety and security orientation training. KT driver and supervisor training provide safety and security awareness materials. Further, Kitsap Transit participates in the County Department of Emergency Management (DEM) exercises and tabletop exercises. Kitsap Transit also conducts periodic building evacuation drills and holds an annual Safety Day where safety, security, and emergency preparedness information and materials are distributed.

For additional information, please see the Emergency Response Plan.

A.5.9 Emergency Evacuation Procedures and Site Plans

Detailed emergency evacuation procedures and site evacuation plans for fire, earthquakes and other natural disasters, chemical spills; bomb or terrorist threats, etc. are contained in Kitsap Transit's Emergency Response Plan. Site evacuation plans are posted within the buildings near exits; also included is a list of all on-site safety equipment and directions for use and facility plan showing its location. The Emergency Response Plan is located in every department for accessible use.

The Chief Safety Officer is designated as the Emergency Response Coordinator. The Emergency Response Coordinator or his/her designee will conduct periodic training and drills in evacuation due to earthquake response and other types of emergencies.

A.5.10 Employee Benefits & Wellness (EBW) Program

A.5.10.1 Mission

The mission of the EBW Program is to provide employees with information that encourages them to make informed healthy lifestyle choices at work and home, and promotes a safe and supportive workplace environment.

The EBW Program is established in recognition that:
1. Healthy productive employees and their family members are critical to the provision of high quality and efficient transit services.
2. Safe working environments contribute to greater mental health benefits and a reduction in lost time related to injuries.
3. The health and wellbeing of employees and their family members has a direct effect on the level and cost of transit services.

The mission of the EBW Program is to promote the improved health and wellbeing of Kitsap Transit employees and their family members in order to prevent illnesses and injuries, improve morale, reduce absenteeism and enhance productivity and performance.

The EBW Program is established in recognition that:
1. Healthy productive employees and their family members are critical to the provision of high quality and efficient transit services.
2. The health and wellbeing of employees and their family members have a direct effect on the level and cost of transit services.

A.5.10.2 Scope and Access

All benefit-eligible Kitsap Transit employees are eligible to participate in EBW Program activities.

VOLUNTARY PARTICIPATION: Employee participation in the programs and activities of the EBW Program is voluntary.

A.5.10.3 Employee Benefits & Wellness Committee

1. Membership. The EBW Committee is made up of approximately eleven (11) members representing a cross section of each department to the extent possible based on interest. There shall be two (2) permanent members, one of which shall be the Human Resources designee who shall act as Chairperson and the other shall be the Marketing and Public Information Coordinator. The Human Resources Director shall act as an advisor and will attend as often as possible, but attendance is not mandatory. The other nine (9) members on the EBW Committee shall be voluntary and must seek approval from their department director before serving. Attendance and participation (to the extent possible due to vacations, sick days, etc.) should be considered mandatory. All Committee members are equal participants and have equal right and responsibility to voice opinions and ideas and share in the success of the EBW Program. Members are responsible for:

a. Attending EBW Committee meetings.
b. Informing another attending member if they cannot attend a meeting.
c. Organizing and promoting three (3) EBW events a year.
d. Assisting (as needed) other members in the execution of their EBW events.
e. Representing their department and educating co-workers of the various EBW activities.
f. Sharing ideas freely and raising any concerns or objections, and offering alternative solutions when a decision is to be reached by consensus.
g. Fully supporting all agreed-upon decisions by the Committee.
h. Working in conjunction with management and AWC to increase awareness about the benefits of healthy living.

2. **Duties.** The duties of the Committee members are to:
   a. Provide enthusiastic support of the mission of the EBW Committee.
   b. Act as a liaison between the EBW Committee and Kitsap Transit employees to represent the interest, needs, and opinions of the employees.
   c. Help plan, implement, and promote EBW programs.
   d. Provide peer support and advocacy to boost EBW program participation.
   e. Prepare an annual budget for program support.
   f. Share responsibilities to lessen the workload impact on the Chairperson.
   g. Perform evaluation of on-going programs and activities.
   h. Actively participate in meeting AWC Well-City Requirements
      a. Provide enthusiastic support for the mission of the EBW Committee.
      b. Act as a liaison between the EBW Committee and Kitsap Transit employees to represent the interest, needs, and opinions of the employees.
      c. Help plan, implement, and promote EBW programs.
      d. Provide peer support and advocacy to boost EBW program participation.
      e. Prepare an annual budget for program support.
      f. Share responsibilities to lessen the workload impact on the Chairperson.
      g. Evaluate on-going programs and activities.

3. **Chairperson Duties.** The duties of the Committee Chairperson shall include:
   a. Setting the time and place of the meetings.
   b. Communicating with all members of the Committee to coordinate meeting dates and times.
   c. Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
   d. Managing the agenda and discussion of the meeting.
   e. Applying for, obtaining, and managing annual grant funding.
   f. Managing the budget and financial requirements of the program.
   g. Attending training and conferences established by AWC.
   h. Providing communication to the Human Resources Director for quarterly reports to the Board.

4. **Meeting Schedule.** The EBW Committee will meet monthly during regular business hours.

5. **Term.** Members of the EBW Committee will serve an indefinite term. However, it is intended that each term shall be a minimum of one (1) year.

6. **Attendance/Termination.** If a member misses more than three (3) consecutive meetings or five (5) meetings in the course of the calendar year, the Committee may vote to remove that member from the Committee.

7. **Confidentiality.** Confidentiality is essential in all health education activities. Because the EBW Committee may offer programs about potentially sensitive issues, the transactions and interaction regarding personal and medical information that takes place in the EBW programs will be confidential and will be respected as such. Each Committee member will sign a Confidentiality Agreement.
A.5.10.4 Program Budget

The Kitsap Transit Employee Benefits & Wellness Committee is funded through the following sources:
1. Available grants through AWC and other sources.
2. Solicit funding through inclusion in the Kitsap Transit budget.
3. Funds from vending machines.

A.5.12 Collision Investigation Procedures

All collisions and collisions that are reclassified as incidents are reviewed by the Accident Review Committee (ARC). The committee makes a determination of “Preventable” or “Non-Preventable” according to the National Safety Council guidelines.

A.5.12.1 Dispatcher Procedures

For events involving a collision between a Kitsap Transit vehicle and another vehicle, or where there are one or more injuries, a Supervisor will always go to the collision scene.

- **Routed** - the road supervisor in the area of the collision will go to the scene.
- **ACCESS** - the supervisor on duty will usually respond. If s/he isn’t available, ACCESS Dispatch will arrange for another supervisor to go. If no ACCESS supervisor is available, a Routed supervisor will go. Such an event takes precedence over other duties and assignments.
- In rare cases, when no supervisors are available, the Worker Driver Supervisor, ACCESS Manager, and the Routed Manager can be utilized to respond to a collision.

For collisions with minor damage to a Kitsap Transit vehicle only, such as a damaged or broken mirror, or damage to a fixed object, such as a mailbox or fence, or vehicle collision with very minor damage, supervisors are expected to respond in the majority of situations.

- If the dispatcher believes there are unusual circumstances where a supervisor should be present, s/he will notify the road supervisor in the area of the collision (Routed) or supervisor on duty (ACCESS) to respond.
- If no supervisor is dispatched at the time of the collision, Dispatch will advise the area road supervisor (Routed) or the supervisor (ACCESS) whose shift the collision occurred on. It will be his/her responsibility to investigate the collision, including a review of the collision scene if needed, and an interview with the Operator.

A.5.12.2 Dispatcher Responsibilities

Initial Contact With Operator:
1. Confirm Code “29” and not a Code “30” (Use channel B/clear channel A).
2. Obtain information from Operator:
   - Run/Operator/coach number
   - The exact location of the coach (nearest intersection, lane in which vehicle is located, the direction of the vehicle, and the nearest exit if on the highway).
   - Number and type of injuries on Kitsap Transit’s vehicle and other vehicle(s)
   - Description of the vehicle(s) involved, and are they:
     ✓ Blocking traffic
     ✓ Damaged
     ✓ Fluid spills
     ✓ Fire or fire hazard

A.5.12.3 Notification Procedures

1. Notify 911 If Any Of These Collisions Happen:
   a) Injuries
   b) Any vehicle not in operating condition (if traffic is blocked)
   c) Serious property damage (over $5,000)
   d) Any party requests police
   e) Any driver intoxicated
   f) Hit and run or crime involved

2. Notify Road Supervisor Or Confirm That S/He Will Respond:
   a) Give information above to Supervisor
   b) If there is significant damage, serious injuries, fatality, and/or drug/alcohol testing is indicated, notify 2nd supervisor to respond.

3. Contact Operator Within 5 Minutes And Remind Him/Her To:
   a) Check for any injuries on the bus and outside the bus
   b) Follow collision kit instructions
   c) Secure coach and put triangles out
   d) Hand out passenger and non-passenger courtesy cards
   e) Request the other driver to complete the “Other Driver” card
   f) NOT discuss the collision with anyone other than police or supervisor
   g) NOT admit guilt


5. Cover The Route/Relief Driver.
   If it appears that the bus will be delayed for some time, the dispatcher should make plans to restore service on the run as soon as possible. If necessary, a garage-bound bus may be diverted to cover part of the run. An extra Operator may be called in. Communication with the supervisor at the scene is essential.

6. Notify Customer Service if Routed service will be disrupted:
If Routed service is disrupted, notify Customer Service Operations and estimate the amount of time service will be disrupted.


8. After you have received the initial notification/confirmation of collision details from the supervisor responding to the scene, notify the following people:

Monday through Friday during the workday:
- Notify the Executive Director (via text message) and department director of all collisions except for minor ones.
- Notify HR or the HR Director if a major collision.

Major collisions are defined as incidents likely to generate media inquiry related to significant injury such as traumatic head injuries, bone fractures, internal organ damage, including loss of life. Further, significant property damage or environmental release of hazardous materials.

Evenings and weekends:
- Notify the Executive Director (via text message) and department director if collision meets the criteria for drug/alcohol testing, even if testing is waived because the Operator’s performance can be completely discounted as a contributing factor to the collision.
- If a fatality or major accident occurs, call the WSTIP Field Adjuster, at 1-888-283-3378 or Kitsap Transit’s Attorney, at 1(360) 876-4800 (office).


Check with the towing company to assure that Kitsap Transit’s vehicle is being towed within a reasonable amount of time.

10. Quarantine the bus if instructed by the Road Supervisor in situations where there are reports of failing mechanisms (e.g. faulty steering, failing brakes, accelerating out of control, etc.).

When the bus arrives, coordinate with a Vehicle Maintenance Supervisor to ensure it is quarantined for testing and inspection.

11. Cover Next Day’s Assignment

Find coverage for the next day’s assignment if the Operator is not going to be available.

12. Media Contacts
Do NOT release any information except to say the collision is under investigation. Refer inquiries to the department director or the Public Information Officer.


If possible, arrange for the Operator to complete the report in a quiet place where s/he can give it full concentration. Ask the Operator to remain so you can review the completed report. Review the report to be sure all blanks are filled in, the details of the collision are understandable, the handwriting is legible, and the document is signed and dated by the Operator. Ask the Operator to correct any deficiencies. Give the original report to the Investigating Supervisor. All reports must be completed and turned into the EMPLOYER no later than four (4) hours after the end of the shift, if the shift ends before 6:00pm. If the shift ends after 6:00pm, the report must be turned in within fourteen (14) hours of the end of the shift.

14. Complete Other Reports:
   a) Dispatch Daily Log
   b) ACCESS Incident Report
   c) Administrative Leave Memo

A.5.12.4 Supervisor Procedures

For events involving a collision between a Kitsap Transit vehicle and another vehicle, or where there are one or more injuries, a Supervisor will always go to the collision scene.

- Routed - the road supervisor in the area of the collision will go to the scene.
- ACCESS - the supervisor on duty will usually respond. If s/he isn’t available, ACCESS Dispatch will arrange for another supervisor to go.

For collisions with minor damage to Kitsap Transit’s vehicle only, such as a damaged or broken mirror, or damage to a fixed object, such as a mailbox or fence, or vehicle collision with very minor damage, supervisors are expected to respond in the majority of situations.

- If the dispatcher believes there are unusual circumstances where a supervisor should be present, s/he will notify the road supervisor in the area of the collision (Routed) or supervisor on duty (ACCESS) to respond.
- If no supervisor is dispatched at the time of the collision, Dispatch will advise the area road supervisor (Routed) or the supervisor (ACCESS) whose shift the collision occurred on. It will be his/her responsibility to investigate the collision, including a review of the collision scene if needed, and an interview with the Operator.

The order of the procedures on the following pages is suggested. The actual order will be dependent upon the circumstances and the judgment of the trained supervisor who investigates the collision.

A.5.12.5 Supervisor Responsibilities
Arrival at Scene

1. Park your vehicle in a safe area.
2. Don’t block emergency vehicles or their access to the scene.
3. Notify Dispatch (channel B or cell phone) of your arrival & the correct address.
4. Make a quick visual observation of the entire scene.
5. Take photos of the scene as you are approaching Kitsap Transit vehicles and personnel, approximately every five feet to capture the scene.
6. Assist injured until emergency assistance arrives.
7. Check if there are fluid spills, debris, or any hazards.
8. Ask Dispatch to notify Facilities Maintenance that there is a hazardous spill that needs to be cleaned up. Those on the scene may temporarily contain the spill with spill kit, dirt, or other means until Facilities Maintenance staff arrives.

A.5.12.6 If Police Are Present

1. Identify yourself and ask who is in charge.
2. Offer your business card to any and all on-site authorities.
3. When police officers are present, they are in charge of the collision scene. Cooperate with all law enforcement and emergency personnel present and give whatever assistance is requested.
4. No vehicle, witness, driver, or evidence may leave the scene without the permission of the police officer in charge.
5. Ask for permission to gather information regarding the employee and property.
6. If a bus is to be moved immediately, ask for permission to take a quick photo to show its resting place (take 360-degree concentric photos, and capture the whole scene).
7. Get the name of the officer in charge and the case number.
8. Ask for the officer’s card and attach it to your report.

A.5.12.7 If Police Are Not Present

1. If emergency services have not arrived, check for injuries and provide the necessary assistance.
2. Check to see if any vehicle is leaking fuel, creating a danger of fire.
3. Dispatch should contact the police requesting their presence at any collision when:
   a) There are injuries
   b) Any vehicle is not in operating condition (if traffic is blocked)
   c) Serious property damage (over $5,000)
   d) Any party involved requests police
   e) Any driver involved appears to be intoxicated
   f) There is a disagreement between drivers as to how the collision occurred
   g) No driver’s license or proof of current insurance by other drivers (expired cards are not valid).
   h) Hit and run or crime involved
A.5.12.8 When Are More Supervisors Needed At the Scene?

1. If the dispatcher knows there are serious injuries, serious damage or a fatality, or drug/alcohol testing is necessary, s/he should have already notified a second supervisor to respond.
2. If another supervisor has not been dispatched, the supervisor on the scene should immediately notify Dispatch to call for one.
3. The first supervisor arriving on the scene has the responsibility of acting as the primary investigator unless another agreement is made between the supervisors.

A.5.12.9 Protecting the Scene

1. To avoid additional collisions and prevent further damage, ensure that “reflective triangles,” cones, and emergency flashers are used to warn approaching vehicles. This is required if the collision is on a highway.
2. It may be necessary to direct the traffic until the police arrive.
3. After dusk or on a dark day, wearing a reflector vest is required.

A.5.12.10 Coordinating Replacements with Dispatcher

The responding supervisor advises Dispatch if a replacement driver, vehicle, or another supervisor is needed and coordinates further transportation for other passengers.

A.5.12.11 Approach the Operator

1. In private, conduct a short, quiet discussion to find out what happened and to assess his/her physical and mental condition.
2. Determine if he/she needs Drug and Alcohol testing (one of the following): *
3. An injury requiring immediate attention at a medical facility. (Testing required unless Kitsap Transit employee can be discounted entirely from having any responsibility - Federal trigger on NIDA form.)
   a) Fatality (Testing required).
   b) Any vehicle disabled and towed from the scene. (Testing is required unless Kitsap Transit employee can be discounted entirely from having any responsibility - Federal trigger on NIDA form.)
   c) Over $5,000 in combined damage. (Kitsap Transit trigger – test needs to be done on Non-NIDA form)
4. Remove the Operator from the scene, if necessary.
5. For minor collisions with no testing triggers, this quick interview with the Operator may be sufficient to obtain his/her account.
6. For all other collisions, conduct a complete interview later at the base (see A.5.12.24)

Except in the case of a fatality, testing may be waived if an employee's performance can be completely discounted as a contributing factor.
A.5.12.12 Assisting the Operator (After the safety precautions have been observed)

1. Supervise and assist the Operator in exchanging information with the other driver(s) and obtaining Courtesy cards from as many passengers and witnesses as possible. Start at the back of the bus and work forward. Count the number of passengers on the bus. Quickly review the courtesy cards to be sure they are legible, understandable, and contain complete addresses and daytime phone numbers. Indicate the seating location of passengers on the cards.
2. Make sure the “Other Driver” card is completed in full (photograph Driver’s License, registration, and insurance, if possible).
3. When possible, briefly interview the other driver(s) to get his/her statement of what happened. Interviews of passengers or witnesses are only needed if you feel that information will help the ARC make a Preventable determination. The WSTIP adjuster is responsible for any further interviews needed to determine liability.
4. Provide any assistance needed to Operator to complete the WA State Vehicle Collision Report. If there is no police response to the scene, the report must be completed if there is $700+ damage to another person’s property or there are injuries, including to Kitsap Transit’s driver.

A.5.12.13 Document the Collision

1. Take photographs using a digital camera. Take a video of the collision scene. Complete a photo log when necessary.
2. Make notes of the collision and a detailed sketch.
3. If needed (for Preventable determination), interview passengers and witnesses (observe their behavior), using video (need permission) or handwritten notes.

A.5.12.14 Inspect Coach

1. Before it is released back into service or to tow company;
2. Check for any mechanical defects reported by Operator;
3. If unable to determine the extent of the damage, have the coach towed.

A.5.12.15 Assist Delayed Passengers

In some cases, uninjured passengers may have been asked by a police officer or Kitsap Transit official to remain at the scene to provide information about the collision. Once they are free to leave, these passengers may sometimes have to wait a long time until the next bus. If this is the case, assist these people to their destinations if possible.

A.5.12.16 Putting Bus on Schedule

If the bus is operable and will not be quarantined, consult with the Dispatcher to get the run back on time. Proper handling of an accident always has priority over schedule concerns.
A.5.12.17 Do’s and Don’ts of Collisions

1. Do not make any statement to the news media, except to say, “The collision is under investigation.”
2. Do not admit to any liability on Kitsap Transit’s part, or make any commitment for Kitsap Transit to pay for any damages.
3. Do not offer to transport injured parties to or from the hospital or a doctor. (Persons with minor injuries may be transported if they request transportation and if it is not feasible to call a friend or relative to pick them up at the collision scene or a hospital).
4. Do not insist that any person receives medical attention against their wishes. An exception would be for the persons who appear to be seriously injured, i.e., bleeding profusely, etc.
5. Do not obligate Kitsap Transit to pay anyone’s medical expenses.
6. Do not tell the other party to get “estimates,” WSTIP will ask them to do this.
7. Do advise owners of damaged vehicles/property that the Adjuster will contact them; usually, within 24 hours of the time WSTIP received the Operator Collision Report.
8. Do give the other driver WSTIP’s phone number (888) 515-7665.

Notify HR during the Day at 475-0211.

Give HR a heads up if they should expect phone calls from the other party or parties involved. If the collision is during the evening or weekend hours, depending on the severity, the Human Resources Director may need to be contacted.

A.5.12.18 Supervisor’s Collision Reports

1. Prepare your report with all the information collected about the collision, including your interview with the Operator.
2. This report is to be completed for every collision, whether the Supervisor assigned goes to the scene or not.
3. This report is used by the ARC to determine preventability, along with the Operator’s WSTIP Kitsap Transit Collision Report.
4. The WSTIP adjuster also uses this report when he determines fault and the amount of money that is to be paid to the other party or parties for damage or injuries.
5. The report should be written so the information is understandable and descriptive enough so that those who were not at the collision scene can understand the “who, what, why, where, when” of this collision.
6. Submit the original Operator’s Collision Report and WA State Vehicle Collision Report to HR no later than 24 hours following the collision.
7. Other paperwork (your investigation report, interviews & photos) can follow to HR in a day or two.
8. The Supervisor will obtain a police report.
10. If the KT driver is injured, complete the Kitsap Transit Report of On-The-Job Injury form. Have the Operator complete the employee’s side of the report, or complete it for him/her if he/she is too injured to do it.

A.5.12.19 Coach Collision Damage Estimate Form

Complete immediately and send it to Vehicle Maintenance, and they will return it to HR. HR will forward the information on this form to the employee’s supervisor (for determining the level of discipline). Later, Maintenance will give actual repair costs to HR, and they will also complete the form with estimates of damage for other vehicle(s) and for damage to property to obtain a total of all damage and forward the information to the employee’s supervisor.

A.5.12.20 Kitsap Transit’s Report of On-The-Job Injury

If a Kitsap Transit employee is injured, both the employee and supervisor each must complete the OJI form and forward it to Marisol in Human Resources within 24 hours of the injury. If the operator is too injured, the supervisor can complete the employee side of the form for him/her. Operators that will require time off from work or for doctor’s appointments related to the injury may have request Union representation.

A.5.12.21 Post Collision Drug and Alcohol Testing

Tell the Operator that the conditions listed below under a, b, and c are FTA requirements; condition d is a Kitsap Transit testing requirement. (Both tests are required.)

1. Conditions requiring testing (one of the following):
   a) Fatality
   b) One or more injuries requiring immediate attention at a medical facility. *
   c) Any vehicle disabled and towed from the scene. *
   d) Over $5,000 in combined damage from all vehicles or property. *

* EXCEPT FOR A FATALITY, the supervisor in charge, using the information available, may waive testing if the employee’s performance can be completely discounted as a contributing factor.

2. If there is no collision-testing trigger, determine if reasonable suspicion exists for testing (“specific, contemporaneous indicators characteristic of prohibited drug or alcohol use present in the employee’s appearance, behavior, speech or body odor”); or the nature of the collision.

3. Check the vehicle for substances, containers, or paraphernalia. Confiscate any items found. Secure area if substances are spilled on the bus. Contact Dispatch for police. If the Operator is arrested at the scene, arrange to have him/her released ASAP to take him/her in for Kitsap Transit’s drug and alcohol testing. Police tests may not be sufficient to support disciplinary action.
4. If the employee requests a union representative, call Dispatch to contact the most available person from that employee’s union, and have him/her meet you at the collection site. Do not delay the test for more than 60 minutes. Go directly to the testing site.

A.5.12.22 Collision Photography

1. General instructions:
   a) Take photographs using a digital camera. The batteries expire fast in the digital camera, so extra rechargeable batteries and a charger are in each camera kit. Moreover, Kitsap Transit issued department cellular devices have cameras that are suitable for collision investigation photography.
   b) If damaged vehicles must be moved to clear the road, immediately photograph the position of vehicles and how it relates to the general scene (Take wide-angle overall scene photos. Start wide and work in a concentric pattern).
   c) For serious collisions where the lighting or weather conditions are poor, consider returning to the scene the next day to get better photos.
   d) Under low light conditions, the camera’s flash illuminates only a narrow area. It will overexpose objects closer than five (5) feet and underexpose objects farther than ten (10) feet from the camera. Use a flashlight if the object is near.
   e) For serious collisions, identify the limits of the scene. From the outer edge, shoot in the opposite direction. Take pictures every 50 feet.
   f) Hold the camera at eye level to make objects in the photos appear as they would to a person viewing the scene. Tilting the camera may misrepresent the perspective.
   g) If you are photographing the approach to a collision scene, hold the camera at the same level as the Operator’s eyes.
   h) For close-up pictures where part of the vehicle damage is in the shade, use flash and shade the lens to improve the regions in the shade.
   i) When possible, videotape the entire scene from all angles.
   j) Documentation: Take notes or use photo log to identify direction picture taken, intersecting streets, etc., so other people who were not at the scene (ARC, WSTIP adjuster, Safety Committee) understand what they are seeing.

2. Photos should include:
   a) Final positions of vehicles.
   b) Damage to vehicles and structures
   c) Debris or marks in the area of impact and the surrounding area.
   d) Paths of the vehicles before and after the collision.
   e) Recognizable landmarks, such as street signs, buildings, etc., which will identify the location of the road.
   f) View that the driver may have had upon approaching the area of impact.
   g) Any road features (view obstructions, etc.), which the driver says, or you believe, contributed to the collision.

3. Photographing vehicle damage:
a) Photographs should show the specific damage and as much of the adjacent undamaged area as possible (use a tape measuring device or common items such as pens, dollar bills, etc., to provide references in photographs).
b) For Kitsap Transit vehicle – if the damage is small/hard to see, use a permanent marker to circle or mark arrow pointing or use a finger to point at the damage.
c) Other vehicle(s) -- if small, use a finger to point at the damage.

**A.5.12.23 Documentation at the Scene**

1. Notes: Take sufficient notes to be able to complete the Supervisor’s Collision Report when you return to the base. Ascertain what the vehicles’ (all) movements and Operators’ (all) intentions were before the collision. Try to determine the area of impact and vehicle actions following the impact. Look for probable cause and contributing factors, rather than a single cause. Information can be handwritten or taped at the scene. If taping another person’s comments, request their approval in advance, and then ask again at the beginning of the tape. To make sure the recorder is working, identify yourself, and check that it recorded. Try to find a private area to interview, free of background noises. Do not rely on police reports to provide documentation. Unless it is a fatality or an illegal activity, they will not write detailed reports, and in that case, their focus is on fault.

2. Diagram: Complete a diagram of the collision scene. The diagram is attached to the Supervisor Collision Report. It should show, as nearly as can be determined, the positions of the vehicles at the time they collided (the Area of Impact). If one or more vehicles continued moving after the impact, the location(s) where the vehicle(s) came to rest may be indicated by a dashed outline of the vehicle(s). The probable area of impact of vehicles can be determined by tire marks on the pavement/ground, debris trails, damage to the vehicles or other objects, the accounts of drivers and witnesses, etc. This is also true when the involved vehicles have been moved out of the way of traffic prior to the supervisor’s arrival. Diagram any physical features that assist in determining the probable area of impact. The diagram should clearly show the road, intersection, and any fixed objects that establish points of reference. Any relative distances of more than a few feet (such as the distance a vehicle traveled after impact or the length of tire marks prior to impact) should be measured if possible.

3. Courtesy Cards: Review them to ensure they all are complete. Indicate on cards where people were seated on the vehicle or use a seating chart.

4. Driver’s Card (to be filled out by the driver of the other vehicle): Make sure this card is filled out completely. This is especially important when there are many vehicles involved.

**A.5.12.24 Interviewing Operator and Witnesses**

The investigating supervisor will interview every Operator involved in any collision (minor or major) and will include that discussion in the Supervisor’s Collision Report. In the unusual collision that Kitsap Transit’s Operator is “too injured to be interviewed,” monitor the situation
and arrange to meet as soon as the Operator is able. Arrange for a private place to meet at the base where you can talk without interruptions.

1. Guidelines on interviewing Operators:
   a) Interview as soon as you can – you will get a more accurate account.
   b) Ask who, what, why, how, when, where questions.
   c) Ask the Operator to start his/her account a few minutes before the collision and continue through the time when you arrived on the scene.
   d) Begin with broad, open-ended questions. Narrow questions to more specific inquiries, as you need to.
   e) Let the Operator finish talking (don’t interrupt) and then go back to areas needing further clarification. To prompt your memory, put a star or other indicator next to those items in your notes to remind yourself to return to those areas.
   f) Do not ask leading questions that would indicate to the Operator what the “correct” answer might be. For example, ask, “What were your driving maneuvers just prior to the accident?” rather than “Did you make a square turn?”
   g) Maintain a neutral attitude. Avoid passing early judgment, which may lead you to skip routine questions.
   h) Listen between the lines. Observe non-verbal behavior. Ask additional questions based on what you observe and see.
   i) Suggestion for the interview: Ask the driver to close his/her eyes and pretend s/he is driving the bus. Ask him/her to demonstrate and verbalize what he did – just before the collision through the time of the event.

2. Guidelines for interviewing witnesses:
   a) Let the witness report what he/she has seen. Do not give him/her more information or details about the collision than he/she had at the time of the occurrence. This could affect his/her response.
   b) Don’t argue with what the witness says, even though you may not believe it. Ask more specific questions to verify for yourself the accuracy of the information. For example, if a witness emphatically states the Operator was going the speed limit, ask him to tell you what information he used to arrive at that conclusion.
   c) If the witness is a passenger, be sure to get his/her location on the bus. This will help you determine how much of the collision or Operator behavior he/she was able to observe.
   d) As long as you understand, let the witness use his/her own terms, even if they are not the terms we use: for example, using “cash box” instead of “fare box.”
   e) Avoid rejecting a witness’ remarks because he/she is challenging to understand, gives an uninteresting account, or based on his/her dress or personal hygiene.

3. Taking notes of the interview:
   a) Let the Operator or witnesses know that you will be taking notes.
   b) Jot down keywords. You can make them into complete sentences later.
   c) Star areas that need further questions so you can remember to go back and ask.
   d) Type up your notes as soon as possible.

4. Operator Collision Report
Review the collision report with the Operator and make sure all blanks are filled in; the explanation is understandable, descriptive, and legible. Print your name and then sign below the Operator’s name.

A.5.12.25 Passenger Events (Slips/Trips/Falls) (While Vehicle is not moving)

1. Two types of events may take place when the vehicle is not in motion. Neither is sent to the ARC for a determination of preventability.
   a) Events where the passenger is in the “hands” of the Operator (for example: while wheeling the passenger to the door of his home, the Operator hits a bump and the passenger and chair tip over). The employee’s supervisor is to determine if the Operator used proper techniques in handling the passenger and will evaluate this type of event. It may be counted as a safety accident against the Operator if it is determined that the Operator did not follow proper procedures of which s/he had knowledge.
   b) Events where the passenger slips inside the bus while boarding or alighting or at a transfer center. This type of event would not be attributed to an Operator.
      a. Kitsap Transit ACCESS operators (paratransit) are responsible for door to door service. Cases involving ACCESS will be investigated per subsection (a).

2. If the person involved alleges s/he is injured, the Operator and supervisory event reports must be completed, and the event is investigated according to the same procedures as a vehicle collision. Turn the reports into HR, and they will forward the information WSTIP for claim adjusting.

3. If a passenger slips and falls but tells the Operator s/he is ok, the Operator should complete a WSTIP/Kitsap Transit Event form and have it forwarded to HR to keep on file. If the passenger calls later to report s/he is injured, HR will then ask a supervisor to investigate and to meet with the Operator. Both the Operator and supervisor will complete event reports so that the information can be sent to WSTIP for claims adjusting. The exception to this is when a in incident occurs on our ACCESS service. In these events, both the Operator and the supervisor will complete reports for inclusion in a WSTIP report package.

4. The following should be reviewed and included in the Supervisor’s Event Report:
   a) Note the position of the bus in relation to the curb and other objects. Note the condition of the curb, sidewalks, etc., as well as the condition of the bus’s steps, doors, aisles, etc.
   b) Examine the clothing, and condition and type of shoes worn by the person who fell as they may have caused or contributed to the event.
   c) Any foreign matter (food, water, garbage, etc.) on the floor or steps of the bus must be noted and explained. For instance, if the steps were wet, was this because it was raining or because something had been spilled earlier and not cleaned up?
   d) Photos should show:
      ✓ Condition of the coach steps or floor
      ✓ Condition of the curb, sidewalk, etc.
      ✓ Position of the coach in relation to curb
      ✓ Foreign matter on the steps or floor
A.5.12.26 Mystery Collision

Occasionally we receive a call from a car driver alleging that a Kitsap Transit vehicle hit his vehicle, and the Operator isn’t aware s/he has been involved in a collision. HR will notify the Dispatcher, who will ask the Operator to complete an Operator collision report at the end of his/her shift. Dispatch will forward the collision report to the area road supervisor so s/he can investigate the collision.

The investigating supervisor should collect as much information as possible to assist him/her in determining whether a collision with a Kitsap Transit vehicle occurred. This conclusion should be stated in the Supervisor’s Collision Report.

A.5.12.27 Vanpool Collisions

The procedures used to investigate collisions involving Kitsap Transit employees will be used here. The collision goes to the ARC for their review, but they do not make a determination of preventability. The Vanpool Coordinator and the Service Development Director determine the appropriate course of action to take with the driver using vanpool driver criteria.

1. In Kitsap County
   a) Vanpool driver will call Routed Dispatch directly. If there are injuries or serious damage, Routed Dispatch will send a road supervisor or Vanpool Coordinator to the scene.
   b) When Routed Dispatch is closed, the vanpool driver will call the Maintenance Supervisor. If the collision is serious (serious or multiple injuries or serious damage), the Maintenance Supervisor will call a designated supervisor(s) to report to the scene as soon as possible to conduct the investigation.
   c) The Vanpool Coordinators will be available to assist in the investigation.

2. Outside Kitsap County
   a) Routed Dispatcher will determine if a road supervisor needs to report to the scene. That decision will be dependent on the seriousness of the collision and the ability to get to the scene within a reasonable amount of time.
   b) The Vanpool Coordinators will make arrangements with other transit agencies to investigate serious collisions on Kitsap Transit’s behalf.

   Vanpool Coordinators   Office phone   (360) 478-5858
   VanLink Coordinator    Office phone    (360) 373-2586
A.5.12.28 Collision Investigation Paper Flow

1. Collision Report
   a) The Operator completes an Event Report and turns in to Dispatch or investigating Supervisor, who reviews for completeness and clarity.
   b) If received by Dispatch, the dispatcher gives original to the investigating Supervisor.
   c) Dispatch makes a copy for department records.
   d) The investigating Supervisor delivers original to HR on the same day or no later than 24 hours following the collision.
   e) HR enters the report into the WSTIP database or faxes it immediately. WSTIP will make initial contact with the other party or parties within 24 hours of receipt of the report.

2. Supervisor’s Collision Report/Diagram/Photo Log
   a) The investigating Supervisor completes and collects any other report(s) made from other supervisor(s) on the scene.
   b) Investigating Supervisor makes a copy for department record.
   c) Investigating Supervisor delivers report(s), diagram, and photo log (if completed) to HR within two days of the collision.
   d) HR sends Supervisor Collision Report and diagram to WSTIP.

3. Photographs/Labeling
   a) Take photographs using a digital camera or Kitsap Transit issued department cellular device. HR will email the pictures to WSTIP.

4. Police Report(s)
   The investigating supervisor and HR will determine when it is necessary to obtain the Washington State Collision Report or supplemental report from WSP or local police. Usually, they will only be obtained if they contain information we need to subrogate a claim, or make a preventability determination, or need to support level of discipline.

5. Coach Collision Damage Estimate
   a) Investigating Supervisor submits the form to Maintenance.
   b) Maintenance Supervisor completes with a damage estimate of Kitsap Transit vehicle and returns to HR.
   c) HR completes with estimates of damage to other vehicle(s) or property.
   d) HR gives a copy to the employee’s Supervisor (to determine the level of discipline).

6. Accident Review Committee (ARC)
   a) When HR has the above information, the complete packet will be forwarded to the ARC so they can make a Preventable/Non-Preventable determination at their bi-weekly meeting.
   b) If the Committee feels there is insufficient information to make a determination, they will contact the investigating supervisor with their questions. All additional information requested by the Committee must be put in writing by the investigating supervisor. The determination will be made only when they believe they have sufficient information to base a decision.
7. HR keeps Official Collision Files in a locked cabinet. Contact HR if you wish to review a file.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Accident</td>
<td>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.</td>
</tr>
<tr>
<td>Collision</td>
<td>An event resulting in injury and/or combined property damage from $101-500 and up. “Combined” means from all sources (all vehicles and fixed objects involved in the accident).</td>
</tr>
<tr>
<td>Collisions and Collisions</td>
<td>A collision or incident is any occurrence involving a Kitsap Transit vehicle, which results in either property damage and/or personal injury. If contact is made, but there is no damage to any vehicle or property and/or there is no injury, it is not considered a collision or incident.</td>
</tr>
<tr>
<td>Collision Reclassified As Incident</td>
<td>Each occurrence is classified as a collision but may be reclassified to an Incident if there is property damage only, and the amount of the damage from all sources is $100-499.99 or less.</td>
</tr>
<tr>
<td>Damage</td>
<td>When any of the following is true:</td>
</tr>
<tr>
<td></td>
<td>• Kitsap Transit bus: When Vehicle Maintenance confirms in writing, there is damage (via Coach Accident Damage Estimate form).</td>
</tr>
<tr>
<td></td>
<td>• Other vehicle(s) or fixed object: If a Kitsap Transit supervisor determines there is damage, even if no claim is filed. Damage also occurs if the owner of the other vehicle calls to report damage to their vehicle.</td>
</tr>
<tr>
<td>Defensive Driving</td>
<td>The ability to avoid a collision involvement despite adverse driving conditions and the actions or errors of others.</td>
</tr>
<tr>
<td>Equipment Failure</td>
<td>A collision or incident that takes place because of equipment failure and the Operator has no control over the outcome. (Example: Window falls out and damages another vehicle). A collision or incident that has been determined to be “Equipment Failure” is not sent to the ARC for a determination of Preventable or Non-Preventable.</td>
</tr>
<tr>
<td>Injury</td>
<td>When any of the following are true:</td>
</tr>
<tr>
<td></td>
<td>1. A person is transported to a medical facility by ambulance, police or Kitsap Transit, or</td>
</tr>
<tr>
<td></td>
<td>2. If a person says s/he is injured, even if not transported to a medical facility, or</td>
</tr>
<tr>
<td></td>
<td>3. If a person files an “injury claim” within one month of the occurrence</td>
</tr>
<tr>
<td>Preventable</td>
<td>A preventable collision is “any collision or incident involving an organizational vehicle that results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to</td>
</tr>
</tbody>
</table>
what extent, or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent it” (this is different from fault).

| Non-Preventable | When a driver commits no errors and reacts reasonably to the errors of others, the ARC considers the collision to be non-preventable. |

**A.5.12.29 Supervisor Accident Kit Contents**

- Carrying Case
- Digital camera
- 100 foot Tape
- 25 or 30 foot Tape
- Operator Accident Kit
- Extra Courtesy Cards (2 Packets)
- Accident Procedures
- Extra Proof of Insurance Cards
- Rubber Gloves (2 sets)
- Pens, pencils, black felt pen, yellow crayon (scene marker)
- Flashlight
- Hazard Light
- Pad paper
- Roll of duct tape
- Small and large plastic zip lock bags (to hold reports)
- Supply of paper towels
- Accident template

**KIT DISTRIBUTION**

- ACCESS Supervisors
- ACCESS Customer Service Supervisor
- ACCESS Dispatch
- Operations Trainer
- Routed Manager
- Routed Supervisors
- Routed Dispatch
- Vanpool Coordinators
- W/D Supervisor

Supervisors are expected to keep their accident kit supplied at all times.
SUPERVISOR EVENT INVESTIGATION REPORT

Please do not merely report what happened.
The investigation should answer the questions: who, what, when, where and how

Name of Investigating Supervisor: ____________________  Today’s Date: ____________________

1. Name of KT Driver involved: ____________________
2. Department: ____________________
3. Date of Event: ____________________
4. Did you go to the scene? □ Yes □ No
5. Time you arrived: ________  □ AM □ PM
6. Who else responded? ________________
7. KT Vehicle involved #: ________________
8. Exact location where the event occurred: ________________
9. Was medical aid called to the scene? □ Yes □ No
10. Was anybody transported from the scene? □ Yes □ No
11. Were any federal triggers or the KT trigger for D&A testing met? □ Yes □ No
   If YES, fill out the Post Accident Testing Form located at: Post Accident D&A Testing Form
12. Did any KT passengers complete courtesy cards? □ Yes □ No
13. Was the Other Driver Information Card completed? □ Yes □ No □ N/A
14. Did you interview the KT Driver? □ Yes □ No
   If NO, please explain: ________________
   Questions For Driver Form is located at: Questions for Driver
15. Did you interview the Other Driver? □ Yes □ No □ N/A
16. Did you interview any other people? □ Yes □ No □ N/A
17. Did any law enforcement agency respond to the scene? □ Yes □ No
   Citation issued to KT Driver? □ Yes □ No □ Not Sure
   Officer’s Name: ____________________  Jurisdiction: ____________________  Case #: ________________
18. Was a damage estimate form sent to Shop? □ Yes □ No
   Damage Estimate Form is located at: Accident Damage Estimate Form
19. Was a diagram of scene completed? □ Yes □ No □ N/A

*/

1: Accidents/Forms/Supervisor Event Investigation Form [Revised 06/2014]
SUPERVISOR EVENT INVESTIGATION REPORT

20. Were photos of the scene taken? [ ] Yes [ ] No [ ] N/A
    Were photos of the other vehicle(s) or property taken? [ ] Yes [ ] No [ ] N/A
    Were photos of the KT vehicle(s) or property taken? [ ] Yes [ ] No [ ] N/A

21. Your analysis of the event: 

SUPERVISOR SIGNATURE / DATE

*Injury definition: An injury requires immediate medical attention away from the scene of the incident. Immediate medical attention includes transport to the hospital by ambulance. It also includes transport immediately from the incident scene to a hospital or physician's office by another type of emergency vehicle, by passenger vehicle or through other means of transport. Immediate medical attention means that medical attention was sought without delay after the incident occurred. The medical attention must be at a location other than the location at which the incident occurred.

J:\Accidents/Forms/Supervisor Event Investigation Form (Revised 06/2014)
SUPervisor Questions for Driver

Ask additional specific questions, as required, making sure you fully understand all aspects of this event.

Name of Driver: ___________________________  Date of Event: _______________

1. Where did the accident occur? ___________________________
2. When did the accident happen? ___________________________
3. How did the accident happen (be specific)? ___________________________
4. How fast were you traveling prior to the accident? ___________________________
5. What were you doing immediately prior to the accident? ___________________________
6. Were you distracted in any way?  □ Yes □ No
   If YES, please explain: ___________________________
7. Were there any obstacles to a clear line of sight?  □ Yes □ No
   If YES, what did you do to take that into consideration? ___________________________
8. When did you first recognize that an accident was about to occur? ___________________________
9. What did you do to try to avoid the accident? ___________________________
10. Were others involved in the accident?  □ Yes □ No
    If YES, please explain: who, what, where, etc.: ___________________________
11. What did you do immediately after the accident? ___________________________
12. What do you think contributed to the accident or could have been done to prevent the accident? ___________________________
13. Do you feel you could have avoided the accident? ___________________________
    If YES, please explain how: ___________________________
14. Was the bus late on the route?  □ Yes □ No
    If YES, was this a concern? ___________________________
15. How often have you driven this route? ___________________________
    How many trips today? ___________________________
16. Have you driven this route with this bus type?  □ Yes □ No
17. Do you have any additional comments or information regarding this event that you would like to add?  □ Yes □ No
    Comments: ___________________________

J:\Accidents/Forms\Supervisor Questions for Driver Form (Revised 06/2014)
SUPERVISOR QUESTIONS FOR DRIVER

EVENTS INVOLVING MOBILITY DEVICES (Manual Wheelchair, Powered Wheelchair, etc.)

Was there a mobility device involved in this event? □ Yes □ No

If YES, please answer the rest of the questions in this section. If NO, please sign and date at the bottom of this form.

18. Describe the type of chair involved: 

19. Explain exactly how the passenger in a wheelchair / scooter was loaded onto the bus / unloaded from the bus: 

20. Explain exactly how you secured the disabled passenger’s wheelchair/scooter: 

21. Did you use a lap strap and/or shoulder strap to secure the wheelchair/scooter passenger? □ Yes □ No

If NO, please explain why: 

22. Were you aware of any unusual or special medical condition associated with the wheelchair / scooter passenger? □ Yes □ No

If YES, please explain: 

23. Did you notice or observe any mechanical or electrical malfunction with the disabled passenger’s wheelchair / scooter? □ Yes □ No

If YES, please explain: 

24. Were there any passengers in wheelchairs / scooters already on the bus? □ Yes □ No

25. Were you loading more than one disabled passengers in a wheelchair / scooter on the trip / route when the accident occurred? □ Yes □ No

If YES, how many? 

26. Do you have any additional information or comments regarding the wheelchair / scooter? □ Yes □ No

Comments: 

TRANSIT DRIVER SIGNATURE / DATE

SUPERVISOR SIGNATURE / DATE

1: Accidents/Forms/Supervisor Questions for Driver Form (Revised 06/2014)
# WSTIP / KITSAP TRANSIT EVENT REPORT

## KT DRIVER’S NAME: 

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
</tr>
</thead>
</table>

## KT VEHICLE NUMBER & MAKE

- EVENT DATE
- TIME OF EVENT
- EVENT REPORTED TO
- TIME EVENT REPORTED
- SHIFT START TIME

## WERE YOU INJURED: 

- YES
- NO

## DID YOU RECEIVE MEDICAL TREATMENT: 

- YES
- NO

## EVENT

- Collision with Vehicle
- Event Involving Bike
- Passenger Injury or Death
- Passenger Slip & Fall
- Other Person's Property Damaged
- Pedestrian Injury or Death
- Equipment Maintenance Issue
- Emergency Vehicle
- Sudden Stop – No Collision
- OTHER (DESCRIBE)

## EVENT LOCATION (Address/Area)

- CITY
- COUNTY

## ROUTE NUMBER / RUN NUMBER

- HOW MANY PASSENGERS ON BOARD:
  - # INJURED
  - # TRANSPORTED
  - # FATALITIES

## HOW FAST WERE YOU DRIVING

## WERE ANY VEHICLES TOWED: 

- YES
- NO

## DESCRIBE DAMAGES TO KT VEHICLE OR KT PROPERTY

## PRIMARY LOCATION

- Inside Transit Vehicle
- Bus Shelter / Stop
- Bus Stop
- Driveway
- Driveway / Sidewalk
- Walkway / Sidewalk
- Street
- State Highway
- OTHER

## CONDITIONS:

- Weather
- Light
- Road
- Day
- Evening
- Night
- Fog
- Snow & Ice
- Rain

## OTHER PERSON INVOLVED

- Other Vehicle Driver
- Driver
- Passenger
- Pedestrian
- Property / Home Owner

## OTHER PERSON’S NAME

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY / STATE / ZIP</td>
</tr>
<tr>
<td>WORK PHONE #</td>
</tr>
</tbody>
</table>

## DRIVERS LICENSE # & STATE

<table>
<thead>
<tr>
<th>VEHICLE MAKE / MODEL / YEAR / COLOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>LICENSE PLATE &amp; STATE</td>
</tr>
<tr>
<td>INSURANCE CO. &amp; INSURANCE POLICY #</td>
</tr>
</tbody>
</table>

## # OF PASSENGERS

- # OF PASSENGERS INJURED

## BRIEFLY DESCRIBE DAMAGES TO OTHER VEHICLE OR OTHER PROPERTY

## WHAT STATEMENT DID THE OTHER PARTY MAKE?

## REGISTERED VEHICLE OWNER

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>CITY / STATE / ZIP</td>
</tr>
<tr>
<td>WORK PHONE #</td>
</tr>
</tbody>
</table>

| INSURANCE CO. & INSURANCE POLICY # |

---

Human Resources / JAccidentsForms / WSTIP Kitsap Transit Event Report - Revised NOVEMBER 2012

Page 65 Version 32.0 December - September 2022
TRANSIT DRIVER’S DESCRIPTION OF EVENT (Give details, attach additional sheets if necessary)


ACCIDENT DIAGRAM - Draw accident street names & show travel direction in circle

Company vehicle Other vehicle Pedestrian/bike

Indicate North with arrow

TRANSIT DRIVER SIGNATURE / DATE

SUPERVISOR SIGNATURE / DATE
### LOCATION

<table>
<thead>
<tr>
<th>Street</th>
<th>Data</th>
<th>Time (XX:XX)</th>
<th>Vehicle 1 Headed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AM</td>
<td>PM</td>
</tr>
</tbody>
</table>

- N E S W
- On (Street)

<table>
<thead>
<tr>
<th>Intersecting Street</th>
<th>If at Intersection</th>
<th>N E S W</th>
</tr>
</thead>
</table>

- Yes
- No

<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
</tr>
</thead>
</table>

- Yes
- No

<table>
<thead>
<tr>
<th>No. of Vehicles Involved</th>
<th>Type of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle(s)</td>
<td>Motorcycle</td>
</tr>
</tbody>
</table>

- Yes
- No

### Drag Test Form Completed?

- Yes
- No

Operator Referring At Scene?

- Yes
- No

OP DNA Tested?

- Yes
- No

Day of Week

### Fixed Object Information

<table>
<thead>
<tr>
<th>Object Struck</th>
<th>Name and Contact Information of Owner</th>
</tr>
</thead>
</table>

### Road Conditions

- Clear
- Cloudy
- Rainy
- Snowing
- Fog/Vis
- Wind
- Other

### Light Conditions

- Daylight
- Dark St., Lights On
- Dark St., Lights Off
- Dark, No St. Lights

### Motor Vehicle Involved

<table>
<thead>
<tr>
<th>Traffic Conditions</th>
</tr>
</thead>
</table>

### VEHICLE NO. 1 (AGENCY VEHICLE)

<table>
<thead>
<tr>
<th>Name of Driver (Last, First, Initial)</th>
<th>Driver No.</th>
</tr>
</thead>
</table>

- KT Bus
- Access Van/Pool
- Shuttle
- Other

### If Injured, Nature of Driver Injury

- Medical Transport
- Taken To:

### Transported by

<table>
<thead>
<tr>
<th>Driver/vehicle No.</th>
<th>Company</th>
</tr>
</thead>
</table>

- Yes
- No

### Number of Passengers in Vehicle

### Driver/vehicle No. 1, 2, 3 Movement Preceding Collision

<table>
<thead>
<tr>
<th>Collision Type</th>
<th>Pedestrian Actions</th>
</tr>
</thead>
</table>

- Head-On
- Rear-End
- Other
- Broaddside
- Sidestripe
- Hit Object
- Overturned
- Vehicle/Pedestrian

### Detailed Damage to Transit Vehicle

<table>
<thead>
<tr>
<th>Damage to Vehicle 1</th>
</tr>
</thead>
</table>

### VEHICLE NO. 2

<table>
<thead>
<tr>
<th>Name of Driver (Last, First, Initial)</th>
</tr>
</thead>
</table>

- Address (Number, Street)
- City
- Zip
- Home Phone
- Driver's License
- State
- Male
- Female

### Insurance Policy Number

### If Injured, Nature of Driver Injuries

- Medical Transport
- Taken To:

### Transported by

<table>
<thead>
<tr>
<th>Driver/vehicle No.</th>
<th>Company</th>
</tr>
</thead>
</table>

- Yes
- No

### Number of Passengers in Vehicle

### VIN

### Make

- Model
- Year

### Color

- License No.

### Phone

### Name of Registered Owner

- Same as Driver

### Address of Owner

### Same as Driver

### Insurance Company

### VEHICLE NO. 3

<table>
<thead>
<tr>
<th>Name of Driver (Last, First, Initial)</th>
</tr>
</thead>
</table>

- Address (Number, Street)
- City
- Zip
- Home Phone
- Driver's License
- State
- Male
- Female

### Towed

- Yes
- No

### Number of Passengers in Vehicle

### VIN

### Insurance Policy Number

### Medical Transport

- Yes
- No

### Taken To:

### Transported by

<table>
<thead>
<tr>
<th>Driver/vehicle No.</th>
<th>Company</th>
</tr>
</thead>
</table>

- Yes
- No

### Number of Passengers in Vehicle

### Insurance Policy Number

### Medical Transport

- Yes
- No

### Taken To:

### Transported by

<table>
<thead>
<tr>
<th>Driver/vehicle No.</th>
<th>Company</th>
</tr>
</thead>
</table>

- Yes
- No
Five Interview Questions:

1. How did this event occur (an open, general question)?
2. What were you (operator) doing immediately prior to the event?
3. When did you first recognize an event was about to occur?
4. What did you do to try to avoid this event?
5. What kept you from being able to avoid the impact?

Supervisor Narrative - state your observations including any potential contributing factors of events (e.g. equipment, environment, hazard conditions, etc.):
# Collision Investigation Report

AS NEEDED, USE "DOCUMENT ADDITIONAL OCCUPANT / INJURY/WITNESSES FORM"

<table>
<thead>
<tr>
<th>No.</th>
<th>Name (Lst, Fst, Mt)</th>
<th>Address (No., Street, City, ZIP)</th>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Statement</th>
<th>Name (Lst, Fst, Mt)</th>
<th>Address (No., Street, City, ZIP)</th>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Names of Other Employees on Scene

<table>
<thead>
<tr>
<th>Time Called</th>
<th>Time Arrived</th>
<th>Time Cleared</th>
<th>Law Enforcement on Scene</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM PM</td>
<td>AM PM</td>
<td>AM PM</td>
<td>Law Enforcement on Scene</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

By affixing my name below, I certify that I prepared this report and that all the information herein is true and accurate to the best of my knowledge, and that it represents the most complete information available to me at the time of my investigation.

Investigating Supervisor: ____________________________
Emp ID# Call Sign Date of Report

[Redacted]
A.5.12.30 Collision Report “Tip Sheet”

Many collision reports are incomplete or inaccurate. We hope this sheet will work for your benefit and ours in the determination process. The better the information is and the more detail, the easier it is to make an informed and correct decision. Remind the Operator that s/he is writing the report for people who were not there – the ARC for making a determination, WSTIP for determining liability, and HR for inputting the information into the database. *This report is to be turned in as soon as possible.*

1. COLLISION SPECIFICS
   - Circle Department: Fixed Route, ACCESS, Worker Driver, Vanpool (includes Van Link); Facilities, Maintenance, Administration.
   - Circle Collision Type: This information is needed to accurately classify the Event for WSTIP and KT Safety Committee reporting and tracking purposes.
   - Include the Collision Date & Time.
   - Whom did you report the collision to? (Dispatch, Maintenance, Supervisor, other)

2. EMPLOYEE/DRIVER INFORMATION:
   This section needs to have all of the employee information, including employee number, date of hire, whether or not the driver was injured, the vehicle number, and the exact location of the collision. These are easy to rush through, but because the reports go on to the Insurance Pool, please make sure you complete this part.

3. DESCRIPTION OF COLLISION
   *What was going on just before the collision? For example:*
   - What were the road conditions? (Gravel, pavement, uphill, good visibility?)
   - What was the driver’s condition-feeling OK? - distracted by passengers?
   - What were the traffic conditions just before the collision?
   - When did driver first see the potential hazard – what speed was s/he going?
   - What was the condition of Kitsap Transit’s vehicle?
   - What, if anything, could the driver have done to avoid the collision?
   - Did either law enforcement or Kitsap Transit personnel respond to the scene?
   - Describe what damage you can see on the Kitsap Transit vehicle or property.
   - Describe what damage you can see on the other vehicle or property.
   - List the number of passengers on the Kitsap Transit vehicle.
   - List the number of passengers who were injured.
   - List the number of other injured parties.
   - Total number of fatalities.
4. **EMPLOYEE / DRIVER SIGNATURE AND DATE**
   The document must be signed and dated by the employee or driver filling out the information.

5. **INVESTIGATING SUPERVISOR SIGNATURE**
   The document must be signed and dated by the Supervisor filling out the information.

6. **OTHER DRIVER (PARTY) INFORMATION**
   It is important to remember that the information requested here might apply to; another vehicle, a passenger, a pedestrian, a mailbox, motorcycle, bus stop sign, bicycle, or someone’s fence. If you have field notes, make sure you transfer all the information you have to the collision form. Get as much information as possible from the other driver – driver’s license number and current insurance information.

7. **REGISTERED VEHICLE OWNER INFORMATION**
   In most collisions, Other Driver Information and Registered Vehicle Owner Information will be the same. If they are the same, indicate “same as above” in this section. If not the same, please complete it in detail.

8. **WHAT STATEMENT WAS MADE BY THE OTHER PARTY?**
   This is critical to document at the exact time of the collision - unfortunately, people might forget over time, and the story could change by the time it gets to the insurance adjuster.

9. **WEATHER CONDITIONS**
   Please report the weather, light, and road conditions. They may have an effect on determinations of causes.

10. **DRAW COLLISION, STREET NAMES, & SHOW TRAVEL DIRECTION IN CIRCLE**
    Draw a picture of what happened using the vehicle designations noted. Include street names on the diagram. Did you complete a clear, explanatory sketch?

**Did You?**
- Did you review the report for completeness?
- Did you collect and attach all courtesy cards?
- Did you and the driver sign the report?

**Other Information Related To Collisions**

**Citations Issued to an Operator/Our Involvement**
WSTIP recommends that you let Operators represent themselves in court. You may attend as part of the audience to show support if you wish, but you should take no part in his/her defense. The transcript of those proceedings may be admitted in court where liability for damages is being decided. If Kitsap Transit officially involves itself in defending an Operator citation, it could impact WSTIP’s ability to defend itself.
Collision Preventability Determinations
The Accident Review Committee is composed of four supervisors who meet one day a week to review all collisions. Collision information (supervisor’s report, photos, etc.) is sent to members the day before the meeting for their review. If complete information is not available, the collision will be given to the committee the next week. We do not usually wait for police reports unless it is a serious collision.

As a Supervisor, if you do not agree with the preventable determination, please discuss it with one of the committee members.

Collision Appeals
“In the event that an employee wishes to appeal a preventable incident, accident or injury ruling by the Accident Review Committee (ARC), the following shall apply:

a. Within ten (10) working days of the date of the preventability determination memo from the ARC, the Employee must submit a signed, written request for an appeal to the Human Resources department.

b. The Human Resources department will schedule the appeal with the mutually agreed upon third-party person and inform the Employee of the date, time and location.” 2018-2021 ATU Routed & ACCESS Contract, Article 8 Section 5.1.a-b.

Claims Adjusting
The WSTIP staff adjust by phone as many physical damage claims as they can. Bodily injury claims or large physical damage claims are assigned to a field adjuster. An adjuster is assigned by WSTIP to do as much field adjusting for Kitsap Transit as possible. Field adjusters respond to the scene of a major accident.

A.5.12.31 Drug and Alcohol Testing Sites

1. IF TESTING AT Kaiser Permanente Occupational Medicine ONLY:
ADDRESS OF LOCATION FOLLOWS, HOURS OF OPERATION: 8:00 AM-4:30 PM, MON-FRI

1. Call 866-967-9675 (option 2) to schedule the Drug Test and/or Breath Alcohol Test (BAT) prior to employee going to the Occupational Medicine Department in Port Orchard and provide the following information to the Kaiser Permanente representative:

   • Employer Name: Kitsap Transit
   • Guarantor Number: 16382503
   • Employee Full Name (including middle initial)
   • Last Four (4) Digits of Employee’s Social Security Number
   • Which of the above authorized services you are scheduling

2. Give this authorization letter and yellow copy of the completed notification form(s) to employee and remind employee to have their WA Driver’s License available upon check-in.
3. Transport/direct employee (depending on type of authorized service checked above) to:

- **Kaiser Permanente Occupational Health**
  1400 Pottery Avenue
  Port Orchard, WA 98366
- **Kaiser Permanente Seattle Capitol Hill Campus**
  201 16th Avenue E
  Seattle, WA 98112

4. Employee to check-in at main desk to be directed to the Occupational Medicine clinic.

2. **IF TESTING AT The Doctor’s Clinic Occupational Medicine ONLY *:**

**ADDRESS & HOURS OF OPERATION:** Monday – Friday 8:00am – 4:00pm

**The Doctor’s Clinic: Occupational Medicine**

9621 Ridgetop Blvd. NW
Silverdale, WA 98383
(360) 782-3300

*WALK-IN: RANDOMS, POST-ACCIDENT AND REASONABLE SUSPICION:*

**NOTE TO SERVICE PROVIDER:**

1) Please have lab forward results to MRO (Drug Free Business)

2) Please fax and mail CCFs, Employee Notification(s) and this form to DAPM:

HR Associate / DAPM
Kitsap Transit, 60 Washington Ave, Ste 200, Bremerton, WA 98337
360-475-0211 phone
360-405-9140 fax

**On weekends, holidays, or if Kaiser Permanente and/or The Doctor’s Clinic is not available for testing services:**

☐ Primary contact: Dorothy or Lyle Knudsen at Kitsap Mobile Drug Testing at 360-710-0455 or 360-731-6378. **If calling after hours, please leave a message on 360-710-0455 and also on 360-731-6378. For confidentiality reasons, the voicemail setting does not announce a business name.**

Please have the following information available to provide to the collector:

- Employee Full Name (including middle initial)
- A phone number where the Collector can contact you to confirm the appointment.
- Authorized Service(s) you are requesting (please refer to the front page for this information)
- Location and address for conducting the test onsite:
  - **Harborside (RP1)**
  - 10 Washington Ave, Berth #3
1. Kaiser Permanente Occupational Health – Port Orchard
   Address: 1400 Pottery Avenue
   Phone: (360) 895-5000
   Hours: 8 am to 5 pm Monday through Friday
   Call (866) 967-9675 to schedule the Drug Test and/or Breath Alcohol Test (BAT) prior to an employee going to Kaiser Permanente Occupational Health and provide the following information to the Kaiser Permanente representative:
   - Employer Name: Kitsap Transit
   - Guarantor Number: 16382503
   - Employee Full Name (including middle initial)
   - Last Four (4) Digits of Employee’s Social Security Number
   - Which of the above-authorized services you are scheduling

2. Kaiser Permanente Seattle Capitol Hill Campus
   Address: 201 16th Avenue E (Seattle)
   Phone: (206) 326-3000
   Hours: 24 Hours a day
   - Employer Name: Kitsap Transit
   - Guarantor Number: 16382503
   - Employee Full Name (including middle initial)
   - Last Four (4) Digits of Employee’s Social Security Number
   - Which of the above-authorized services you are scheduling

3. North Kitsap Immediate Clinic
   Address: 20730 Bond Rd NE Ste. 140, Poulsbo
   Phone: (360) 779-9727 (or 360-779-7011 after 5:00 PM)
   Hours: 8:00 AM–8:00 PM, 7 DAYS/WEEK (Prefer to take tests no later than 6:00 PM)
   Call to schedule the Drug Test and/or Breath Alcohol Test (BAT) prior to the employee going to the clinic and give the following information to the representative:
- Employer Name: Kitsap Transit
- Employee Full Name (including middle initial)
- Last Four (4) Digits of Employee's Social Security Number
- Which of the authorized services you are scheduling
- Give the authorization letter and yellow copy of the completed notification form(s) and the Authorization Letter on Immediate Clinic Letterhead to the employee and remind the employee to have their WA Driver’s License available upon check-in.

A.5.12.32 Collision and Accident Emergency Contacts

Insurance Information
A.5.13 Employee On-The-Job Injury Investigation Procedures

**EMPLOYEE INJURY**
In the event of any on-the-job incident that results in an employee fatality, a possibly fatal injury, or injury that results in an in-patient hospitalization, immediately notify the HR Director or another member of the HR staff. If they cannot be reached, report the incident directly to the Washington State Department of Labor & Industries within eight (8) hours by phone at 1-800-4BE-SAFE (1-800-423-7233) or contact OSHA at 1-800-321-6742.

**A.5.13.1 Employee Injury Procedures**

**EMPLOYEE NOTIFIES DEPARTMENT OF INJURY**
Make sure that the employee’s injury is stabilized. Call for professional help, if necessary.

**DETERMINE WHETHER THE INJURY OR ILLNESS IS “MINOR” OR “SERIOUS”**
Washington State law defines “minor” injuries as those that only require a first aid response such as:
- Taking a non-prescription medication at a non-prescription strength
- Cleaning surface wounds on the skin
- Using bandages to close a wound (stitches would be “serious”)
- Using hot or cold therapy
- Using elastic bandages or back belts

Any response more significant than first aid or requiring time away from work further than the day of injury would automatically be classified as a “serious” illness or injury.

**FOR A “MINOR” INJURY**
The Employee and the supervisor are required to complete OJI forms in a “timely manner” following notice of injury or illness. Complete sections (a) through (d) of the supervisory
investigation report for “minor” or first aid injuries. Forward completed paperwork to the Department Manager.

FOR A “SERIOUS” INJURY
The Employee, the supervisor, and an “employee representative” are required to be involved in a voice-to-voice interview together in order to complete the OJI forms in a “timely manner.” The interview may be conducted by phone, if necessary. Do not call an injured employee into the office for the meeting if they are still recovering. Neither the employee nor the “employee representative” can delay the time or date of an investigation without the agreement of the supervisor doing the investigation. Complete the entire supervisory investigation report for “serious” injuries.

An “employee representative” can be any of the following personnel:

- ATU 587 President, executive board members, or shop stewards
- Elected Safety Committee members
- ATU 587 members at hand – operator selects a representative
- Any member from another recognized union in Kitsap Transit

An operator may not decline the presence of an “employee representative.”

Forward completed paperwork to the Department Manager.
EMPLOYEE REPORT OF ON-THE-JOB INJURY

Employee: Complete this form as soon as possible after an incident that results in serious injury or illness (beyond first aid). You should also use this form to report a minor injury or a near miss that could have resulted in serious injury or illness.

This is a report of: □ Near miss □ First Aid Only □ Dr. Visit □ Serious Injury/Lost Time □ Death

Employee Name: ___________________________ Department: ___________________________

Job Title: ___________________________ Last day worked: ___________________________

Date of incident: ___________________________ Time of Incident: ________ □ AM □ PM

Date reported: ___________________________ Time reported: ___________________________

Supervisor’s Name: ___________________________

Name of person to whom you reported the incident: ___________________________

Names of witness(es): ___________________________

a) Describe what happened, where it happened, and what were you doing at the time.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

b) What happened next?

Received first aid: □ Yes □ No Continued to work □ Yes □ No Relieved of duty □ Yes □ No

Were you: □ Sent/taken home □ Sent/taken to doctor/hospital by □ KT vehicle □ Ambulance □ Other

Doctor's name: ___________________________ Phone: ___________________________

Will you miss work? □ No □ Don't know □ Yes: expected date of return to work ____________

c) If a bus was involved, what is the bus number? ____________

d) Is this an aggravation of an earlier injury? □ Yes □ No □ Don't know

If yes, date of earlier injury: ____________

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Page 1 of 3 12/21/18
e) Indicate body part(s) affected (shade all that apply):

<table>
<thead>
<tr>
<th>Nature of injury</th>
<th>Body location of injury (check all that apply)</th>
<th>Injury Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>sprain/strain</td>
<td>right</td>
<td>tools (manual/power)</td>
</tr>
<tr>
<td>laceration (cut)</td>
<td>left</td>
<td>equipment</td>
</tr>
<tr>
<td>burn</td>
<td>ear</td>
<td>toxic/hazardous materials</td>
</tr>
<tr>
<td>contusion (bruise)</td>
<td>face</td>
<td>fumes</td>
</tr>
<tr>
<td>fracture</td>
<td>shoulder</td>
<td>vehicle accident</td>
</tr>
<tr>
<td>chest</td>
<td>hand</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>respiratory</td>
<td></td>
</tr>
</tbody>
</table>

f) Is there anything that could have been done to prevent this injury/incident?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

g) In your opinion, did someone not employed at KT contribute to the injury/incident in any way? [ ] Yes [ ] No

If yes, provide name, address, and phone # of the person: ______________________________________________________________________

________________________________________________________________________

Employee Signature: ___________________________ Date: _______________________

By voluntarily signing the following release you are authorizing Kitsap Transit’s third party administrator to obtain and review records related to your injury.

MEDICAL RELEASE AUTHORIZATION:

This request and authorization applies to:

[ ] Health Care information relating to the following treatment, conditions, or dates of Treatment

[ ] All health care information

[ ] Other
I understand that my express consent is required to release any health care information relating to testing, diagnosis, and/or treatment for HIV (AIDS virus), sexually transmitted diseases, psychiatric disorders/mental health, or drug and/or alcohol use. If I have been tested, diagnosed, or treated for HIV (AIDS virus), sexually transmitted diseases, psychiatric disorders/mental health, or drug and/or alcohol use, you are specifically authorized to release all health care information relating to such diagnosis, testing or treatment.

I understand that this consent for disclosure of protected health information constitutes a waiver of my right to confidentiality under 42 U.S.C. §290dd-3 and 42 C.F.R. §2.1, et seq., and information may be redisclosed to individuals or organizations not subject to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and, therefore, may no longer be protected by HIPAA. I agree to hold the individuals and entities referenced above harmless for their release of records pursuant to the terms of this authorization.

You may be asked to discuss my condition or contents of my medical records with representatives of my employer. Under the law, you are permitted to discuss my injuries and medical condition with representatives of said firm. This authorization and all authority to disclose information pertaining to me, shall expire one year from the date of the signature below or on the date that my claim resulting from the incident/illness occurring on the above referenced date is settled or otherwise concluded, whichever date is later. I understand that this authorization can be revoked in writing, but a revocation will not be retroactive to the release of information made in good faith. Please consider a photostatic copy of this authorization to release records to be as effective and valid of the original signed by me.

[Signature]

Employee Signature: ___________________________  Date: ___________________________

Employee Name (print): ___________________________
SUPERVISOR REPORT OF ON THE JOB INJURY INVESTIGATION

Supervisor: Complete this form as soon as possible after an incident that results in serious injury or illness (beyond first aid). Please note that injuries or illnesses requiring first aid only do not require an investigation. For serious injuries or illnesses, please complete the entire form as soon as it is possible to conduct an investigation.

This is a report of: □ Near miss □ First Aid Only □ Dr. Visit □ Serious Injury/Lost Time □ Death

Employees Name: ____________________________ Department: ____________________________

Date of incident: ________________ Time of Incident: ________ □ AM □ PM

Date reported: ________________ Time reported: ________ □ AM □ PM

Time shift began when injury occurred: ____________________________

Name of person to whom the incident was reported: ____________________________

Names of witness(es): ____________________________

a) Indicate body part(s) affected (shade all that apply):

Nature of injury: □ sprain/strain □ laceration (cut) □ burn □ contusion (bruise) □ fracture □ Other: ____________

Body location of injury (check all that apply):

□ right □ left □ upper □ middle □ lower □ eye □ ear □ neck □ trunk □ ankle □ hand □ face □ shoulder □ back □ foot/toe □ arm □ wrist □ hip □ leg

Injury Involved:

□ tools (manual/power) □ equipment □ toxic/hazardous materials □ fumes □ vehicle accident □ Other ______

b) Was anyone else injured? ________ If yes, who? __________

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07/14/15
c) Describe what happened, where it happened, and what the employee was doing at the time.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________


d) What were the working conditions at the time of the injury/incident?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________


e) Was the employee doing any of the following when the injury occurred? (entering or leaving work, during meal period, working overtime, etc)

________________________________________________________________________


f) Is there anything that could have been done to prevent this injury/incident?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________


g) Why did the injury/incident happen? Check all that apply:

- Unsafe Working Conditions
- Safety device is defective
- Tool or equipment is defective
- Workstation layout is hazardous
- Unsafe lighting
- Unsafe ventilation
- Lack of needed personal protective equipment
- Lack of appropriate equipment/tools
- Unsafe clothing
- No training or insufficient training
- Other: ____________________________________________________________
- Unsafe acts by people
- Operating without permission
- Operating at unsafe speed
- Servicing equipment that has power to it
- Using defective equipment
- Using equipment in an unapproved way
- Unsafe lifting/posture
- Distraction/teasing/horseplay
- Failure to wear personal protective equipment
- Failure to use the available equipment/tools


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h) In your opinion, did someone not employed at KT contribute to the injury/incident in any way? □ Yes □ No
   If yes, provide name, address, and phone # of the person: ________________________________

i) Were any unsafe acts or conditions reported prior to the injury/incident? __________________
   If yes, to whom? _______________________________________________________________

j) In your opinion, have there been similar accidents or near misses prior to this injury/incident?
   ____________________________________________________________

k) What changes do you suggest to prevent this accident/near miss from happening again? (i.e. training, redesign task steps, redesign work station, enforce existing policy, write new policy, etc)
   ____________________________________________________________

l) KT Vehicle # ____________

m) Which of the following KT vehicles was the employee driving at the time of the injury?
   □ ARBOC
   □ El Dorado
   □ Gillig City Low Floor 40’
   □ Gillig Phantom-Hvy Coach 40’
   □ Gillig Traditional 35’
   □ Goshen
   □ International
   □ Orion
   □ Star Tran

   Date of Meeting: ________________________________

   Meeting start time: ________________________________

   Meeting end time: ________________________________

   □ Before injured employee shift
   □ During injured employee shift (Will not be paid admin pay. Supervisor: Please ensure that timesheet includes meeting time.)
   □ After injured employee shift

   □ [Partial information redacted]

   Supervisor Signature
   ____________________________________________ Date

   ___/___/____

   [Partial information redacted]
A.5.14 Exposure Control Plan: Bloodborne Pathogens

Kitsap Transit

(NOTE: Definition of terms in Appendix)

1994 (Revised 5/95, 5/96, 6/97, 11/00, 7/09, 7/19)

A.5.14.1 Background

The Bloodborne Pathogens Standard (WAC 296-823 and OSHA Standard 29 CFR 1910.1030) effective May 26, 1992, requires all employers in the State of Washington to develop an Exposure Control Plan. Kitsap Transit's Exposure Control Plan includes the following elements:

-- Exposure determination of occupational categories.

-- Outline of work practices to minimize exposure.

-- Provision and care of personal protective equipment.

-- Information on Hepatitis B vaccinations.

-- Effective communication of hazards to employees.

-- Training program for personnel with occupational exposure.

-- System for record-keeping.

A.5.14.2 Effective Date

This plan is effective on June 1, 1994, and continues until further written notice.

A.5.14.3 Purpose

The purpose of the Exposure Control Plan is to bring Kitsap Transit into compliance with both the OSHA Bloodborne Pathogen Standard 29 CFR 1910.1030 and the WAC 296-823. As a public agency, Kitsap Transit employs individuals who, in the course of performance of their job assignments, may be exposed to blood and other potentially infectious materials. This plan outlines the agency's response to the requirement that employees work in a safe and risk-free environment. To ensure maximum safety for each employee, this plan will be described to all new employees and kept accessible. In addition, Human Resources will provide training to all employees who have some occupational exposure (See Section IV, A, 1). All Kitsap Transit employees will receive informational training regarding Bloodborne Pathogens. Human Resources will review and update the plan as work procedures affecting exposure change, or as additional information becomes available. The review shall take place at least once a year.
A.5.14.4 Responsibility for Administering Policy

The Human Resources Director, Accountable Executive, and Chief Safety Officer have the authority to administer all facets of this plan and ensuring its success. This includes an overview of hiring and orientation processes and monitoring the application of the provisions of the plan. The Chief Safety Officer has the ultimate authority to halt any Kitsap Transit activity where there is a reasonable risk of serious personal contamination or injury.

PROCEDURES

A. Exposure Determination. The Exposure Control Plan covers all Kitsap Transit employees who, in the normal performance of their duties, have some occupational exposure to blood or other potentially infectious materials. The determination of which job categories are covered by this plan ultimately rests with the Director of each department. If the activity is generally performed without blood exposure, but exposure may occur in an emergency, personal protective equipment must be readily available. After such potential exposures are identified, the department shall keep a record of them and forward a copy to the Human Resources Director and Chief Safety Officer. These determinations shall be reviewed annually or whenever any significant changes occur in procedures that could affect exposure.

1. Job Classifications with Some Exposure. The following positions are not routinely exposed, but may be under certain conditions and are covered by the regulations.


v. Other: Worker/Driver Supervisor.

v.vi. Marine Services: Vessel Crew, Captains, Mechanics, Mechanic Helpers, Lead Mechanics, Maintenance Manger, Port Captain.


i. Service HelperVehicle Maintenance Worker II - clean the interior of buses.

ii. Lead Mechanic, Mechanic - repair interior of buses.

iii. Maintenance Director, Vehicle Maintenance Manager, Vehicle Maintenance Supervisor, Operations Supervisor, and Worker/Driver Supervisor, and Window Dispatcher - Investigate accidents and situations on the road.
iv. Access Operators - contact with passengers who have accidents.


vi. Facilities Custodian - empty refuse containers, clean bathrooms, perform routine housekeeping at main and ACCESS bases.

vii. Marine Vessel Crew – Pump sewage, cleaning bathrooms, perform routine housekeeping on vessels.

vii. Marine Maintenance Department – Repairing plumbing to vessel toilets and sewage discharge systems.

3. Routed Operators are not covered by the regulations, but may, in rare instances, have some occupational exposure. To protect themselves on those occasions, they shall carry disposable gloves in their kits.

B. Methods of Compliance. "Universal Precautions" shall be observed to prevent contact with blood or other potentially infectious materials. Under Universal Precautions, all body fluids shall be considered potentially infectious materials.

1. Work Practices. Engineering and work practices at Kitsap Transit shall be used to eliminate or minimize employee exposure. Where exposure remains even after reasonable precautions, personal protective equipment shall also be used.

i. Kitsap Transit shall provide hand-washing facilities that are readily accessible to exposed employees.

ii. When hand-washing facilities are not available, Kitsap Transit shall provide antiseptic hand cleanser, cloth or paper towels, or antiseptic toilettes. When cleansers or toilettes are used, hands must be washed with soap and running water as soon as possible.

iii. Employees shall wash their hands as soon as possible after removing gloves or other protective equipment.

iv. Employees shall wash their hands or any other skin as soon as possible after contact with blood or other potentially infectious materials.

v. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials. This includes bins or pails that are intended for reuse.

vi. Any needles or other contaminated sharps (contaminated broken glass, wires, knives, or any other material that can puncture the skin) must be disposed of in an approved biohazard Red Bag or other container(s) expressly designed for the purpose.

vii. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where there is a reasonable likelihood of occupational exposure.
viii. All procedures involving blood or other potentially infectious materials shall be performed in a way to minimize spraying, splashing, spattering, and the generation of droplets of these substances.

2. Personal Protective Equipment. Where there is any occupational exposure, Kitsap Transit shall provide, at no cost to the employee, appropriate personal protective equipment. Depending on the degree of potential exposure in each identified job category, protective equipment might include goggles, face shields, masks, gowns, gloves, scoops, absorbent towels, disinfectant, cleaner, and biohazard red bags or containers.

i. In instances of a reasonable risk of exposure, Kitsap Transit employees shall use appropriate protective equipment. The employee may temporarily decline its use when, in the employee's professional opinion, its use would prevent the delivery of public safety services or endanger the employee or a co-worker.

ii. Kitsap Transit shall ensure that required personal protective equipment in the appropriate sizes is readily available at the worksite or issued to the individual employee.

iii. Supervisors and other Operations personnel who may be called on to investigate the scene of an accident shall carry an emergency clean-up kit in their vans. This kit shall include the items listed in (2) above - Personal Protective Equipment.

iv. Kitsap Transit shall clean, launder, or dispose of personal protective equipment at no cost to the employee.

v. The employee shall remove all personal protective equipment prior to leaving the work area and place it in an appropriate area for storage, cleaning, or disposal.

vi. Masks, in combination with goggles, glasses with solid side shields, or face shields, shall be worn whenever there is a likelihood of spatter or spray of infectious materials.

vii. Special rules apply to the use of gloves. They shall be worn when there is a reasonable chance of contact with blood, or other potentially infectious materials, mucous membranes, non-intact skin, and when handling or touching contaminated items or surfaces. Utility gloves may be decontaminated for further use as long as they function as a barrier and are not torn or punctured. Single-use gloves must be discarded immediately after use.

C. Hepatitis B Vaccination and Post-Exposure Follow-up. Kitsap Transit shall make available Hepatitis B vaccine and vaccination series to all employees who have some occupational exposure. In addition, the agency will provide complete and confidential post-exposure evaluation and follow-up. Both procedures must be:

----available at no cost to the employee.

----available at a reasonable time and place.
-----performed under the supervision of qualified health care professionals.

-----completed according to current U.S. Health Service recommendations.

1. Vaccinations. Kitsap Transit shall make Hepatitis B vaccination available to all employees who have some occupational exposure. The vaccination shall be available after employees have received the Kitsap Transit Bloodborne Pathogens Training Program, or for new employees, within ten (10) days of hire. Employees may not be asked to submit to vaccination if they have already received the vaccination series, show an immune reaction to hepatitis, or if the vaccine cannot or should not be given for medical reasons.

   i. An employee who declines the vaccination must sign the Kitsap Transit Vaccination waiver statement. However, the employee can choose to participate in the vaccination program at any later date, at Kitsap Transit's expense.

   ii. Participation in a prescreening shall not be a prerequisite for receiving the Hepatitis B vaccine.

   iii. If the U.S. Health Service recommends a booster at a later date, Kitsap Transit will make that available as well.

2. Post-Exposure Evaluation and Follow-Up. If exposure occurs, Kitsap Transit will make available a confidential medical evaluation and post-exposure follow-up.

   i. The medical evaluation shall include the following:
      a. Documentation of the incident and routes of exposure.
      b. Identification of the individual the exposure came from, unless infeasible or prohibited by law.
      c. With consent from the source individual, a blood test to determine HBV and HIV status. The results of the test shall be available to the exposed employee.
      d. A blood test of the exposed individual.
      e. Post-exposure treatment, as recommended by the U.S. Public Health Service.
      f. Counseling.
      g. Evaluation of any reported illnesses.

   ii. The medical professional who administers the evaluation shall be provided with the following information from the Human Resources Department:
      a. A copy of this Plan.
      b. A description of the employee's duties as they relate to the incident.
      c. Description of the routes of exposure.
      d. Any pertinent medical information concerning the blood test results of the source individual, as well as the vaccination status of the exposed employee.
iii. The medical professional may indicate that Hepatitis B vaccination is recommended for the exposed employee. The exposed employee is also informed about the benefits of vaccination if one has not already been obtained, and about what medical conditions may result from exposure to contaminated materials.

D. Communication of Hazard to Employees. While Human Resources will coordinate the information and provide the training, each department director is responsible for ensuring that all employees with occupational exposure understand the procedures about Bloodborne Pathogens.

1. Labels and Signs. Warning labels or signs shall be on all containers of potentially infectious materials. These labels shall be orange with letters or symbols of contrasting colors. Red Bags or other specially designed containers can be substituted for labels.

2. Training. Human Resources will provide a training program for all employees with occupational exposure. The training shall be site-specific to Kitsap Transit and explicitly designed for the job categories with potential exposure. The training program shall be provided during working hours and at no charge to the employees.

i. The training program shall be provided at the time the individual is assigned to a job category where occupational exposure can occur.

ii. The training shall be repeated and updated at least annually thereafter.

iii. The training shall include the following information:

a. An accessible copy of the regulation and the Kitsap Transit Exposure Control Plan. Both the regulations and the Plan shall be explained.

b. A general explanation of the epidemiology and symptoms of Bloodborne diseases.

c. A description of how Bloodborne pathogens are transmitted.

d. How to recognize tasks and other job-related activities that may involve exposure.

e. An explanation of the work practices that minimize exposure.

f. A description of the selection and use of proper personal protective equipment.

g. Information about the Hepatitis B vaccine, including safety, efficacy, the benefits of being vaccinated, its administration, and that it is available free of charge to employees.

h. Appropriate actions to take in case of an exposure incident, who to contact, and how to minimize exposure.

i. Information about the post-exposure evaluation and follow-up that is available.

j. Explanation of the signs and labels that are used to identify containers of contaminated materials.
k. An opportunity to ask questions.

iv. Operators will be offered awareness training during their operator development training within six (6) months of hire. Veteran operators shall be provided the awareness training during their advanced training program.

3. Record Keeping. Human Resources shall keep complete and up-to-date records of the program.

i. For each employee with occupational exposure, Kitsap Transit will maintain records regarding vaccination status, results of any medical tests conducted in follow-up procedures, and healthcare professional's recommendation regarding vaccination, and any information provided to the healthcare professional in connection with follow-up evaluations. These records are confidential and may not be released without the written consent of the employee. The records must be kept for the duration of employment plus 30 years.

ii. Training records shall include the following:

a. Date of training.

b. Contents of training sessions.

c. Names and qualifications of the person(s) conducting the training

d. Names and job titles of all persons attending the training.

iii. Training records shall be kept for at least three (3) years following the date of the training.
WAIVER: Hepatitis B Vaccine Declination (Required)

I understand that due to my occupational exposure to blood and other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: ________________________________

Printed Name: ________________________________

Date: ________________________________
A.5.15 Kitsap Transit Drug & Alcohol Policy

KITSAP TRANSIT

DRUG & ALCOHOL POLICY

REVISED: May 2021 June 2022

BOARD OF COMMISSIONERS APPROVAL DATE: 06/20/2017
RESOLUTION NO. 15-34

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS ADOPTING
KITSAP TRANSIT'S DRUG AND ALCOHOL POLICY

WHEREAS, the Omnibus Transportation Employee Testing Act of 1991 mandated the
Secretary of Transportation to issue regulations to combat prohibited drug and alcohol misuse in
the transportation industry; and

WHEREAS, under the U.S. Department of Transportation the Federal Transit Administration
(FTA) is the agency delegated with the authority and responsibility for the issuance and
implementation of the rules encompassed in 49 CFR Part 655, Prevention of Alcohol Misuse and
Prohibited Drug Use in Transit Operations; and

WHEREAS, Kitsap Transit falls under the FTA and must abide by all rules under 49 CFR Part
655 and comply with any FTA Audit requests; and

WHEREAS, Kitsap Transit was duly notified and complied with an FTA Drug and Alcohol
Compliance review part of the "pre" FTA Triennial Review data gathering period, conducted from
December 2014 through May 2015; and

WHEREAS, the results of that "pre" FTA Triennial Review directed Kitsap Transit on May 7,
2015 to update and revise its Drug and Alcohol policy, which has now been completed, attached
and incorporated by reference herein as Exhibit A, and have it adopted by the local governing
board; now therefore,

BE IT RESOLVED the Board of Commissioners hereby adopts the Drug and Alcohol policy
as attached in Exhibit A.

ADOPTED by the Board of Commissioners of Kitsap Transit at a regular meeting held on
the 2nd day of June, 2015.

Patty Lent, Chairperson

ATTEST:

Jill A. Boltz, CMC
Clerk of the Board
KITSAP TRANSIT DRUG AND ALCOHOL POLICY
Effective January 1, 1996
Revised May 2021

I. INTRODUCTION

Kitsap Transit performs a vital public service to our community. Kitsap Transit is committed to maintaining a safe and drug-free work environment and to establishing programs promoting high standards of services for its employees, guests and the public. To ensure that this service is delivered safely, each Kitsap Transit employee or employee of a transit contractor who holds a position that would be defined as safety-sensitive (covered employee) is subject to compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Testing Act of 1991. It is Kitsap Transit's policy to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy and productive manner;
- Create a workplace free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, possession or use of controlled substances in the workplace; and
- Assure that employees abide by the terms of the policy statement as a condition of employment and if convicted of a drug statute violation that occurred in the workplace, employees are to report it to the employer in writing no later than five calendar days after such conviction.

Participation is a requirement of employment by all employees with Kitsap Transit.

Kitsap Transit cares about the health and well-being of its employees. We urge employees who believe they may have an alcohol or chemical dependency problem to seek treatment before job performance and employment is endangered.

Kitsap Transit performs a vital public service to our community. Kitsap Transit is committed to maintaining a safe and drug-free work environment and to establishing programs promoting high standards of services for its employees, guests and the public. To ensure that this service is delivered safely, each Kitsap Transit employee or employee of a transit contractor who holds a position that would be defined as safety-sensitive (covered employee) is subject to compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Testing Act of 1991. It is Kitsap Transit's policy to:

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- Create a workplace free from the adverse effects of drug and alcohol abuse or misuse;
Prohibit the unlawful manufacture, distribution, possession or use of controlled substances in the workplace; and

Assure that employees abide by the terms of the policy statement as a condition of employment and if convicted of a drug statute violation that occurred in the workplace, employees are to report it to the employer in writing no later than five calendar days after such conviction.

Participation is a requirement of employment by all employees with Kitsap Transit.

Kitsap Transit cares about the health and well-being of its employees. We urge employees who believe they may have an alcohol or chemical dependency problem to seek treatment before job performance and employment is endangered.

A. PURPOSE

The purpose of this policy is to assure employee fitness for duty and to protect our employees, passengers and the public from risks posed by worker use of alcohol and drugs. This policy is intended to comply with all applicable state and federal laws, rules, and regulations governing workplace alcohol and drug misuse in the transit industry: Transportation Workplace Drug and Alcohol Testing Programs (49 CFR Part 40); Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations (49 CFR Part 655); US Coast Guard Chemical Testing (46 CFR Parts 4 and 16) and the Drug-Free Workplace Act of 1988 (49 CFR Part 29). The requirements implemented under the sole authority of Kitsap Transit are identified within this policy in Italics.

B. APPLICABILITY

This policy applies to all Kitsap Transit employees, except where noted otherwise, while they are on transit property or while off property performing transit business. It also applies to contractor employees who perform FTA-defined or USCG-defined safety-sensitive functions and volunteers who perform FTA-defined or USCG-defined safety-sensitive functions if the volunteer receives remuneration in excess of their actual incurred expenses while engaged in the volunteer activity.

C. PROHIBITED SUBSTANCES

The DOT/FTA/USCG requires urine testing for the following prohibited drugs: marijuana, amphetamines, opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, and hydromorphone), phencyclidine (PCP), and cocaine. The Drug-Free Workplace Act of 1988 (DFWA) specifies that prohibited drugs are any illegal controlled substance, as well as any drug not approved for medical use by the USDA or the USFDA. The DFWA also states that illegal use includes the use of or impairment by any illegal drug, misuse of legally prescribed or over the counter drugs, or illegally obtained prescription drugs.
The Department of Transportation’s drug testing regulations – 49 CFR Part 40, section 40.151(e) does not authorize medical marijuana under a state law to be a valid medical explanation for a transportation employee’s positive drug test result. Therefore, MRO’s will not verify a drug test as negative based upon information that a physician recommended the employee use “medical marijuana.”

The consumption of any beverage or mixture containing alcohol (including medication) for employees performing a safety-sensitive function is prohibited as specified in policy section I.D.

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited, with the exception of methadone. However, it is the responsibility of employees to determine if they are fit for duty and to remove themselves from service if they are experiencing any adverse effects from medication.

The consumption of any beverage or mixture containing alcohol (including medication) for employees performing a safety-sensitive function is prohibited as specified in policy section I.D.

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited, with the exception of methadone. However, it is the responsibility of employees to determine if they are fit for duty and to remove themselves from service if they are experiencing any adverse effects from medication.

D. PROHIBITED CONDUCT

Employees who are using, manufacturing, dispensing, and/or distributing drugs or who are in the possession of or impaired by alcohol or drugs or other prohibited substances when reporting for duty, while on duty, or when on Kitsap Transit’s property constitute a threat to the health, safety and security of themselves, their fellow employees, passengers and other members of the public. Such behavior is absolutely prohibited. Employment will be terminated for those employees who violate this provision.

Alcohol consumption prohibitions: No safety-sensitive employee shall

• report for duty within eight (8) hours (Kitsap Transit policy) of consuming alcohol, or
• consume alcohol while performing a safety-sensitive duty, or
• perform safety-sensitive functions while having a breath alcohol concentration of 0.02 or greater, or
• consume alcohol while on call, or
• consume alcohol within eight hours of an accident or until post-accident testing has been completed, whichever occurs first.

Consumption of prohibited drugs (marijuana, cocaine, opioids, amphetamines, and phencyclidine) is prohibited at all times.

Employees who are using, manufacturing, dispensing, and/or distributing drugs or who are in the possession of or impaired by alcohol or drugs or other
prohibited substances when reporting for duty, while on duty, or when on Kitsap Transit's property constitute a threat to the health, safety and security of themselves, their fellow employees, passengers and other members of the public. Such behavior is absolutely prohibited. Employment will be terminated for those employees who violate this provision.

Alcohol consumption prohibitions: No safety-sensitive employee shall
• report for duty within eight (8) hours (Kitsap Transit policy) of consuming alcohol, or
• consume alcohol while performing a safety-sensitive duty, or
• perform safety-sensitive functions while having a breath alcohol concentration of 0.02 or greater, or
• consume alcohol on call, or
• consume alcohol within eight hours of an accident or until post-accident testing has been completed, whichever occurs first.

Consumption of prohibited drugs (marijuana, cocaine, opioids, amphetamines, and phencyclidine) is prohibited at all times.

E. COMPLIANCE WITH TESTING

All employees must comply with all drug and alcohol testing requests. Any of the following constitute a refusal to take a drug and/or alcohol test:

• Failure to attempt to provide a breath or urine specimen for any alcohol or drug test
• The failure to provide sufficient quantities of breath or urine for testing without a valid medical reason
• MRO verified adulterated or substituted test result
• Failing to report to the collection site in the time allotted (except for pre-employment DOT testing)
• Leaving the scene of an accident without authorization or not remaining readily available for testing
• Failing to permit an observed or monitored collection when required for a drug test
• Failing to follow the observer’s instruction to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the donor has any type of prosthetic or other device that could be used to interfere with the collection process
• Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process
• Failing to take an additional test when required
• Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER (Designated Employer Representative). In the case of a pre-employment drug testing, the applicant is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment
• Failing to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
• Failing to sign Step 2 of the alcohol test form
• Failing to remain at the testing site until the testing process is complete (for pre-employment testing, the testing process does not begin until the donor has been provided with the specimen collection cup)
• Admitting to the collector or MRO that the donor adulterated or substituted the specimen

Per Kitsap Transit policy, an employee refusing to submit to a test for any of the above reasons shall be discharged.
All employees must comply with all drug and alcohol testing requests. Any of the following constitute a refusal to take a drug and/or alcohol test:

• Failure to attempt to provide a breath or urine specimen for any alcohol or drug test
• The failure to provide sufficient quantities of breath or urine for testing without a valid medical reason
• MRO verified adulterated or substituted test result
• Failing to report to the collection site in the time allotted (except for pre-employment DOT testing)
• Leaving the scene of an accident without authorization or not remaining readily available for testing
• Failing to permit an observed or monitored collection when required for a drug test
• Failing to follow the observer’s instruction to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the donor has any type of prosthetic or other device that could be used to interfere with the collection process
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• Failing to take an additional test when required
• Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER (Designated Employer Representative). In the case of a pre-employment drug testing, the applicant is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment
• Failing to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
• Failing to sign Step 2 of the alcohol test form
• Failing to remain at the testing site until the testing process is complete (for
pre-employment testing, the testing process does not begin until the donor has been provided with the specimen collection cup
• Admitting to the collector or MRO that the donor adulterated or substituted the specimen

Per Kitsap Transit policy, an employee refusing to submit to a test for any of the above reasons shall be discharged.

F. NOTIFICATION OF CRIMINAL DRUG STATUTE CONVICTION

The Drug-Free Workplace Act (DFWA) of 1988 requires all employees to notify Kitsap Transit of any conviction under a criminal drug statute for violations occurring on or off the property while conducting agency business within five days of conviction. Failure to report such a conviction will result in discharge.

Kitsap Transit policy requires holders of Commercial Driver's Licenses (CDL) to report any moving violation involving drugs or alcohol, which results in the loss of the driver's license. Failure to report and continuing to drive without a license will result in discharge.

II. DRUG AND ALCOHOL TESTING

A. APPLICABILITY

As required by FTA regulations (49 CFR Part 655) and USCG regulations (46 CFR Parts 4, 5, and 16) employees, contractors and volunteers (as noted in policy section I.B) who perform safety-sensitive functions for Kitsap Transit are subject to all testing listed below.

A safety-sensitive function (FTA – Transit) is any duty related to the operation of mass transit service including:
• Operating a revenue service vehicle, including when not in revenue service
• Operating a nonrevenue service vehicle, when required to be operated by a holder of a CDL
• Controlling dispatch or movement of a revenue service vehicle
• Carrying a firearm for security purposes
• Maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service

A safety-sensitive function (USCG - Marine) is any duty related to the operation of marine service including:
• Operation of a vessel on either a routine or emergency only basis
• Directing and mustering passengers in emergencies
• Passing out lifejackets
• Controlling and operating lifesaving equipment
• Controlling and operating firefighting equipment

A safety sensitive position (USCG – Marine) means any position (billet) aboard a vessel that requires the person filling that position to perform one or more safety-sensitive duties or operation of a vessel on either a routine or emergency only basis. Any person filling a safety sensitive position is subject to USCG drug and alcohol testing. All crewmembers, that are responsible for the safe handling of passengers, are considered to be filling safety sensitive positions as well.

A list of safety-sensitive positions is included in attachment A.

Required under Kitsap Transit's policy, employees in non-safety sensitive positions are subject to reasonable suspicion, post-accident, and return to work testing.

B. TYPES OF TESTS

1. PRE-EMPLOYMENT TESTING

All applicants selected for safety-sensitive employment shall be scheduled for drug testing, under FTA or USCG regulations as applicable. For safety-sensitive positions, the employment offer will be contingent upon receipt of a negative drug test result.

When an employee or applicant has previously failed or refused a pre-employment drug test, the employee or applicant must provide Kitsap Transit with proof of successful completion of a referral, evaluation and treatment plan.

A positive drug test, two (2) consecutive negative dilute drug tests, or an MRO-verified adulterated or substituted drug test result will disqualify an applicant from applying for employment for a period of one year.

Failure to appear at the testing facility when scheduled, failure to remain at the testing site prior to commencement of the test and/or aborting the collection before the test commences may be deemed as disqualifying an applicant.

The appointment of current employees, who are selected for transfer or promotion to safety-sensitive positions, is conditional upon receiving an MRO-verified negative pre-employment drug test result.

Any covered employee or applicant who has not performed a safety-sensitive function for 90 or more consecutive calendar days regardless of the reason, and who has not been in the random selection pool during that time, is required to take a pre-employment drug test and receive an MRO-verified negative test result prior to assignment to safety sensitive duties. The reason for the absence is not a consideration.
2. REASONABLE SUSPICION TESTING

An employee will only be subject to reasonable suspicion testing when a supervisor trained in detecting the signs and symptoms of drug use and alcohol misuse observes that specific contemporaneous and documentable indicators characteristic of prohibited drug and/or alcohol use are present in the employee's appearance, behavior, speech and/or body odor.

Safety-sensitive employees are subject to reasonable suspicion alcohol testing just before, during, or just after performing a safety-sensitive duty.

Safety-sensitive employees are subject to reasonable suspicion drug testing any time while on duty.

3. POST-ACCIDENT TESTING

An employee is required to be tested if he/she is involved in an accident involving a Kitsap Transit vehicle (in or out of service) that results in one of the following:

- a fatality;
- an injury requiring immediate medical treatment away from the accident scene;
- one or more vehicles involved incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle; or
- combined vehicle and property damage that exceeds $5,000 (this reason required under Kitsap Transit policy).

Except for a fatality, testing may be waived in each of the above circumstances if a supervisor determines, using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. When a fatality occurs, an employee must always be tested.

An employee is required to be tested if he/she is involved in a Serious Marine Incident as defined in 46 CFR 4.03-1 and 46 CFR 1.05-1, involving a Kitsap Transit vessel, which results in any of the following:

- a fatality; or
- an injury to a crewmember, passenger, or other person which requires professional medical treatment beyond first aid, and in the case of a person employed on board a vessel in commercial service, which renders the individual unfit to perform routine vessel duties; or
- one or more vessels involved incurs disabling damage as the result of the occurrence and is removed from revenue service; or
- Damage to property, as defined in 46 CFR 4.05-1, in excess of $100,000
- The actual or constructive total loss of any vessel subject to Coast Guard inspection; or
• The actual or constructive total loss of any self-propelled vessel, not subject to inspection by the Coast Guard, of 100 gross tons or more; or
• A discharge of oil of 10,000 gallons or more, into a navigable waterway; or
• A release of a hazardous substance equal to or greater than its reportable quantity into the navigable waters of the United States, or into the environment of the United States, whether or not the release resulted from a marine casualty.

Kitsap Transit is responsible for determining what personnel were directly involved in a Serious Marine Incident. This determination should be based on the operation being performed at the time of the accident, and what personnel could have or should have had a role in that operation. A guideline is to test any personnel whose negligence cannot be discounted as contributing to the Serious Marine Incident. A law enforcement officer has the authority to further name personnel as being directly involved in a Serious Marine Incident and as such, direct them to submit to alcohol and drug testing.

Following an accident, FTA and USCG regulations require that the employee be tested within two (2) hours, but not to exceed eight (8) hours for alcohol, and not to exceed 32 hours for drugs. If there are safety concerns to be addressed, then up to 8 eight (8) hours is allowed for the alcohol test to be completed. If an employee is not alcohol tested within two (2) hours of the accident, a record must be maintained describing the reason for the delay in testing. If alcohol testing cannot be accomplished within eight (8) hours, the record is to be updated and all attempts at testing shall cease.

Any employee involved in an accident must refrain from consuming alcohol for eight (8) hours following the accident or until he/she completes post-accident alcohol test. An employee is required to remain readily available for drug and alcohol testing and may not leave the scene of the accident without appropriate authorization prior to submission to testing. An employee who does not remain readily available for testing will be considered to have refused the test. Post-accident testing may be postponed while the employee assists in the resolution of the accident or receives medical attention.

FTA and USCG regulations require that any other employee whose performance, in the judgment of management, may have contributed to an accident, (for example, maintenance or dispatching employees), will also be post-accident drug and alcohol tested.

4. RANDOM TESTING

Only employees in safety-sensitive positions as listed in Attachment A are subject to random, unannounced testing.

Kitsap Transit shall ensure that the dates for administering random tests are spread reasonably throughout the calendar year. Random testing is conducted at all times of
day when safety-sensitive functions are performed. This ensures that employees will have a reasonable expectation that they might be called for a test on any day and at any time they are at work.

Employees will be selected for testing on an unannounced, random basis throughout the year and may be selected for drug and/or alcohol testing. Selection will be conducted using a scientifically valid computer-based random number generator. Kitsap Transit may have separate pools to ensure random testing is performed as required by different federal regulations. Kitsap Transit will test at least the number of safety-sensitive employees necessary to comply with the annual FTA and USCG requirements. FTA and USCG rates may vary. Employees may be placed in separate pools, based on their DOT mode, if the rates are not the same. Every employee will have an equal chance of being selected every time a selection is made. Employees will be notified of their selection immediately before, during or immediately after their shift and will be expected to submit at that time to the testing required. Employees must proceed to the collection site immediately upon notification. Employees will not be escorted by supervisors to the testing site. However, if a random test for alcohol is positive, the collection site will call Kitsap Transit to escort the employee home.

Safety-sensitive employees in an FTA DOT mode are subject to random alcohol testing just before, during, or just after performing a safety-sensitive duty.

Safety-sensitive employees in FTA DOT and USCG DOT modes are subject to random drug testing any time while on duty.

5. RETURN TO DUTY TESTING

All employees who have had a non-negative alcohol test (i.e., 0.02 - 0.039 BAC) and who under the discipline policy are allowed to return to work, must test negative prior to being released by a substance abuse counselor. Such employees will be required to undergo frequent follow-up testing during the period of their re-entry contract.

All such testing will be conducted under Kitsap Transit authority using non-federal (non-DOT) testing paperwork.

6. FOLLOW-UP TESTING

An employee who meets the requirements to return to work shall be subject to unannounced employer-paid follow-up testing. The employee will be required to take at least six tests in the first twelve-month period and may be required to be tested for a period of up to 30 months if the counselor recommends it. The counselor will determine whether tests for alcohol or drugs or both will be required.

Follow-up testing is separate from and in addition to the random testing program.
All such testing will be conducted under Kitsap Transit authority using non-federal (non-DOT) testing paperwork

A. APPLICABILITY

As required by FTA regulations (49 CFR Part 655) and USCG regulations (46 CFR Parts 4, 5, and 16) employees, contractors and volunteers (as noted in policy section I.B) who perform safety-sensitive functions for Kitsap Transit are subject to all testing listed below:

A safety-sensitive function (FTA—Transit) is any duty related to the operation of mass transit service including:
- Operating a revenue service vehicle, including when not in revenue service
- Operating a nonrevenue service vehicle, when required to be operated by a holder of a CDL
- Controlling dispatch or movement of a revenue service vehicle
- Carrying a firearm for security purposes
- Maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service

A safety-sensitive function (USCG—Marine) is any duty related to the operation of marine service including:
- Operation of a vessel on either a routine or emergency only basis
- Directing and mustering passengers in emergencies
- Passing out lifejackets
- Controlling and operating lifesaving equipment
- Controlling and operating firefighting equipment

A safety-sensitive position (USCG—Marine) means any position (billet) aboard a vessel that requires the person filling that position to perform one or more safety-sensitive duties or operation of a vessel on either a routine or emergency only basis. Any person filling a safety-sensitive position is subject to USCG drug and alcohol testing. All crewmembers, that are responsible for the safe handling of passengers, are considered to be filling safety sensitive positions as well.

A list of safety-sensitive positions is included in attachment A.

Required under Kitsap Transit’s policy, employees in non-safety-sensitive positions are subject to reasonable suspicion, post-accident, and return to work testing.
B. TYPES OF TESTS

1. PRE-EMPLOYMENT TESTING

All applicants selected for safety-sensitive employment shall be scheduled for drug testing, under FTA or USCG regulations as applicable. For safety-sensitive positions, the employment offer will be contingent upon receipt of a negative drug test result.

When an employee or applicant has previously failed or refused a pre-employment drug test, the employee or applicant must provide Kitsap Transit with proof of successful completion of a referral, evaluation and treatment plan.

A positive drug test, two (2) consecutive negative dilute drug tests, or an MRO-verified adulterated or substituted drug test result will disqualify an applicant from applying for employment for a period of one year.

Failure to appear at the testing facility when scheduled, failure to remain at the testing site prior to commencement of the test and/or aborting the collection before the test commences may be deemed as disqualifying an applicant.

The appointment of current employees, who are selected for transfer or promotion to safety-sensitive positions, is conditional upon receiving an MRO-verified negative pre-employment drug test result.

Any covered employee or applicant who has not performed a safety-sensitive function for 90 or more consecutive calendar days regardless of the reason, and who has not been in the random selection pool during that time, is required to take a pre-employment drug test and receive an MRO-verified negative test result prior to assignment to safety-sensitive duties. The reason for the absence is not a consideration.

2. REASONABLE SUSPICION TESTING

An employee will only be subject to reasonable suspicion testing when a supervisor trained in detecting the signs and symptoms of drug use and alcohol misuse observes that specific contemporaneous and documentable indicators characteristic of prohibited drug and/or alcohol use are present in the employee's appearance, behavior, speech and/or body odor.

Safety-sensitive employees are subject to reasonable suspicion alcohol testing just before, during, or just after performing a safety-sensitive duty.

Safety-sensitive employees are subject to reasonable suspicion drug testing any time
while on duty.

3. POST-ACCIDENT TESTING

An employee is required to be tested if he/she is involved in an accident involving a Kitsap Transit vehicle (in or out of service) that results in one of the following:

- a fatality;
- an injury requiring immediate medical treatment away from the accident scene;
- one or more vehicles involved incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle; or
- combined vehicle and property damage that exceeds $5,000 (this reason required under Kitsap Transit policy).

Except for a fatality, testing may be waived in each of the above circumstances if a supervisor determines, using the best information available at the time of the decision, that the employee’s performance can be completely discounted as a contributing factor to the accident. When a fatality occurs, an employee must always be tested.

An employee is required to be tested if he/she is involved in a Serious Marine Incident as defined in 46 CFR 4.03-1 and 46 CFR 1.05-1, involving a Kitsap Transit vessel, which results in any of the following:

- a fatality; or
- an injury to a crewmember, passenger, or other person which requires professional medical treatment beyond first aid, and in the case of a person employed on board a vessel in commercial service, which renders the individual unfit to perform routine vessel duties; or
- one or more vessels involved incurs disabling damage as the result of the occurrence and is removed from revenue service; or
- Damage to property, as defined in 46 CFR 4.05-1, in excess of $100,000
- The actual or constructive total loss of any vessel subject to Coast Guard inspection; or
- The actual or constructive total loss of any self-propelled vessel, not subject to inspection by the Coast Guard, of 100 gross tons or more; or
- A discharge of oil of 10,000 gallons or more, into a navigable waterway; or
- A release of a hazardous substance equal to or greater than its reportable quantity into the navigable waters of the United States, or into the environment of the United States, whether or not the release resulted from a marine casualty

Kitsap Transit is responsible for determining what personnel were directly involved in a Serious Marine Incident. This determination should be based on the operation being performed at the time of the accident, and what personnel could have or should have had a role in that operation. A guideline is to test any personnel whose
negligence cannot be discounted as contributing to the Serious Marine Incident. A law enforcement officer has the authority to further name personnel as being directly involved in a Serious Marine Incident and as such, direct them to submit to alcohol and drug testing.

Following an accident, FTA and USCG regulations require that the employee be tested within two (2) hours, but not to exceed eight (8) hours for alcohol, and not to exceed 32 hours for drugs. If there are safety concerns to be addressed, then up to 8 eight (8) hours is allowed for the alcohol test to be completed. If an employee is not alcohol tested within two (2) hours of the accident, a record must be maintained describing the reason for the delay in testing. If alcohol testing cannot be accomplished within eight (8) hours, the record is to be updated and all attempts at testing shall cease.

Any employee involved in an accident must refrain from consuming alcohol for eight (8) hours following the accident or until he/she completes post-accident alcohol test. An employee is required to remain readily available for drug and alcohol testing and may not leave the scene of the accident without appropriate authorization prior to submission to testing. An employee who does not remain readily available for testing will be considered to have refused the test. Post-accident testing may be postponed while the employee assists in the resolution of the accident or receives medical attention.

FTA and USCG regulations require that any other employee whose performance, in the judgment of management, may have contributed to an accident, (for example, maintenance or dispatching employees), will also be post-accident drug and alcohol tested.

RANDOM TESTING

Only employees in safety-sensitive positions as listed in Attachment A are subject to random, unannounced testing.

Kitsap Transit shall ensure that the dates for administering random tests are spread reasonably throughout the calendar year. Random testing is conducted at all times of day when safety-sensitive functions are performed. This ensures that employees will have a reasonable expectation that they might be called for a test on any day and at any time they are at work.

Employees will be selected for testing on an unannounced, random basis throughout the year and may be selected for drug and/or alcohol testing. Selection will be conducted using a scientifically valid computer-based random number generator. Kitsap Transit may have separate pools to ensure random testing is performed as required by different federal regulations. Kitsap Transit will test at least the number
of safety-sensitive employees necessary to comply with the annual FTA and USCG requirements. FTA and USCG rates may vary. Employees may be placed in separate pools, based on their DOT mode, if the rates are not the same. Every employee will have an equal chance of being selected every time a selection is made. Employees will be notified of their selection immediately before, during or immediately after their shift and will be expected to submit at that time to the testing required. Employees must proceed to the collection site immediately upon notification. Employees will not be escorted by supervisors to the testing site. However, if a random test for alcohol is positive, the collection site will call Kitsap Transit to escort the employee home.

Safety-sensitive employees in an FTA DOT mode are subject to random alcohol testing just before, during, or just after performing a safety-sensitive duty.

Safety-sensitive employees in FTA DOT and USCG DOT modes are subject to random drug testing any time while on duty.

5. RETURN TO DUTY TESTING

All employees who have had a non-negative alcohol test (i.e., 0.02–0.039 BAC) and who under the discipline policy are allowed to return to work, must test negative prior to being released by a substance abuse counselor. Such employees will be required to undergo frequent follow-up testing during the period of their re-entry contract.

All such testing will be conducted under Kitsap Transit authority using non-federal (non-DOT) testing paperwork.

6. FOLLOW-UP TESTING

An employee who meets the requirements to return to work shall be subject to unannounced employer-paid follow-up testing. The employee will be required to take at least six tests in the first twelve-month period and may be required to be tested for a period of up to 30 months if the counselor recommends it. The counselor will determine whether tests for alcohol or drugs or both will be required.

Follow-up testing is separate from and in addition to the random testing program.

All such testing will be conducted under Kitsap Transit authority using non-federal (non-DOT) testing paperwork.

III. DRUG/ALCOHOL TESTING PROCESSES

All drug test results are first forwarded from the DHHS-certified laboratory that tests
each urine specimen to a Medical Review Officer (MRO) for review.

For verified positive laboratory drug test results, the MRO will contact the employee to review his/her medical history and allow the employee an opportunity to offer any clarifying information that would explain the positive test.

The MRO will also review negative test results reported by the laboratory. Kitsap Transit will notify employees of negative drug test results.

Confidentiality is maintained throughout the drug/alcohol testing process. Test results will be released by the MRO only to Drug and Alcohol Program Manager or the Designated Employer Representative in the Human Resources Department. The Human Resources Department will maintain results in the strictest of confidence in a medical file separate from the official personnel file. In cases where disciplinary action will result from a positive test result, this information will be shared only with the employee’s department director, lead supervisor or manager. The employee must approve the release of test results to union officials and other organizations via a written release.

**B. METHODOLOGY**

All testing will be conducted in accordance with the requirements in DOT regulation 49 CFR Part 40. Testing will be conducted in a manner to assure a high degree of accuracy and reliability by using the techniques, chain of custody procedures, equipment and laboratory facilities that have been approved by the U.S. Department of Health and Human Services. Both alcohol and drug testing will be conducted in an environment that affords maximum privacy.

1. **DRUGS**

   Each urine specimen will be tested for the following drugs: marijuana, cocaine, opioids (codeine, heroin, morphine, oxycodone, oxymophone, hydrocodone, and hydromorphone), amphetamines, and phenycyclidine (PCP). During the specimen collection, the specimen will be split into two bottles (primary and split) by the collector. At the U.S. Department of Health and Human Services certified laboratory, an initial drug screen, called the Immunoassay process, will be conducted on one specimen. If the results are above the cut-off point for the initial test, a confirmatory test, using a gas chromatography/mass spectrometry process will be conducted on the same specimen.

   A positive test result, above the thresholds set forth in 49 CFR 40.87 and verified by the MRO, will be considered a violation of this policy.

2. **ALCOHOL**

   Tests for alcohol concentration will be conducted using a National Highway Traffic Safety Administration approved breath and/or saliva-screening device operated by a
technician trained in the 49 CFR Part 40 requirements and on the specific testing equipment used. An employee who has a breath alcohol concentration of 0.02 or greater will be retested no sooner than 15 minutes from the initial test result. The second test is to be conducted within 30 minutes of the first test, using an evidential breath-testing device. The second test result is the final result.

A confirmed breath alcohol concentration (BAC) of 0.02 to 0.039 requires the employee to be immediately removed from safety-sensitive duties for at least eight (8) hours or until the start of the employee’s next scheduled work shift, unless a re-test results in a result of less than 0.02. Note: a confirmatory breath alcohol test result of 0.02 to 0.039 is not considered a DOT positive test result (see 49 CFR 655.35).

In accordance with RCW 46.25.123(10 & (2)(a), the MRO must report to the Department of Licensing (DOL), a CDL holders’ verified positive drug test or alcohol confirmation test result, or a refusal to test, within three (3) days of the verification. The MRO shall fax or send via secure email a copy of the DOL report to the DAPM within 24 hours of the reporting.

C. TESTING AND WAITING TIME

All time spent on testing, including travel time to and from the collection site, is paid time, including overtime, if applicable.

Under Kitsap Transit’s policy, an employee subject to reasonable suspicion, or return to duty testing will not be allowed to return to work until drug test results have been reviewed and confirmed negative by the MRO and negative alcohol results have been received from the collection site. Employees will be compensated for all time during the waiting period according to the applicable union contract or non-represented policy.

Unless the alcohol test results are 0.02 BAC or greater, safety-sensitive employees subject to random testing will return to work immediately to await drug test results.

D. UNION REPRESENTATION

In cases where a union employee must submit to an alcohol and/or drug screen for reasonable suspicion or post-accident circumstances, the employee will be given an opportunity at the time of the order to call a union representative when reporting to the collection site for testing. DOT regulations prohibit delaying the commencement of drug and alcohol testing if an employee representative (e.g., union representation) is delayed in arriving at the collection site (see 49 CFR 40.61(b)).

E. RETEST

An employee/applicant may request, through the MRO, a test of their split specimen at a different DHHS-certified laboratory if their initial (primary) specimen is verified by the MRO to be positive for one or more of the five prohibited drugs (see 49 CFR 40.87 and
655.21) or is reported as adulterated or substituted. The request must be made within 72 hours (or the following Monday, if notification is on Friday) of notification of a positive test result. Requests after this period will be accepted by the MRO only if delay was due to documentable facts beyond the control of the employee.

The MRO may report a drug test result as ”Dilute,” indicating creatinine and specific gravity values that are lower than expected for human urine.

- An employee with an MRO verified “Dilute Negative” drug test result with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL will be required to immediately provide a second specimen under direct observation.

- An employee with an MRO verified “Dilute Negative” drug test result with a creatinine concentration above 5 mg/dL will be required to immediately provide a second unobserved specimen.

*Kitsap Transit will recover costs from the employee, if the analysis of the split specimen confirms the result from the primary specimen.

A. NOTIFICATION OF RESULTS/CONFIDENTIALITY

All drug test results are first forwarded from the DHHS-certified laboratory that tests each urine specimen to a Medical Review Officer (MRO) for review.

For verified positive laboratory drug test results, the MRO will contact the employee to review his/her medical history and allow the employee an opportunity to offer any clarifying information that would explain the positive test.

The MRO will also review negative test results reported by the laboratory. Kitsap Transit will notify employees of negative drug test results.

Confidentiality is maintained throughout the drug/alcohol testing process. Test results will be released by the MRO only to Marisol Castro, Nancy Venard, or Dustin Rodrigues in the Human Resources Department. The Human Resources Department will maintain results in the strictest of confidence in a medical file separate from the official personnel file. In cases where disciplinary action will result from a positive test result, this information will be shared only with the employee’s department director, lead supervisor or manager. The employee must approve the release of test results to union officials and other organizations via a written release.

B. METHODOLOGY

All testing will be conducted in accordance with the requirements in DOT regulation 49 CFR Part 40. Testing will be conducted in a manner to assure a high degree of accuracy and reliability by using the techniques, chain of custody procedures, equipment and
laboratory facilities that have been approved by the U.S. Department of Health and Human Services. Both alcohol and drug testing will be conducted in an environment that affords maximum privacy.

1. DRUGS

Each urine specimen will be tested for the following drugs: marijuana, cocaine, opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, and hydromorphone), amphetamines, and phencyclidine (PCP). During the specimen collection, the specimen will be split into two bottles (primary and split) by the collector. At the U.S. Department of Health and Human Services certified laboratory, an initial drug screen, called the Immunoassay process, will be conducted on one specimen. If the results are above the cut-off point for the initial test, a confirmatory test, using a gas chromatography/mass spectrometry process will be conducted on the same specimen.

A positive test result, above the thresholds set forth in 49 CFR 40.87 and verified by the MRO, will be considered a violation of this policy.

2. ALCOHOL

Tests for alcohol concentration will be conducted using a National Highway Traffic Safety Administration approved breath and/or saliva-screening device operated by a technician trained in the 49 CFR Part 40 requirements and on the specific testing equipment used. An employee who has a breath alcohol concentration of 0.02 or greater will be retested no sooner than 15 minutes from the initial test result. The second test is to be conducted within 30 minutes of the first test, using an evidential breath-testing device. The second test result is the final result.

A confirmed breath alcohol concentration (BAC) of 0.02 to 0.039 requires the employee to be immediately removed from safety-sensitive duties for at least eight (8) hours or until the start of the employee’s next scheduled work shift, unless a re-test results in a result of less than 0.02. Note: a confirmatory breath alcohol test result of 0.02 to 0.039 is not considered a DOT positive test result (see 49 CFR 655.35).

In accordance with RCW 46.25.123(10 & (2)(a), the MRO must report to the Department of Licensing (DOL), a CDL holders’ verified positive drug test or alcohol confirmation test result, or a refusal to test, within three (3) days of the verification. The MRO shall fax or send via secure email a copy of the DOL report to the DAPM within 24 hours of the reporting.
C. TESTING AND WAITING TIME

All time spent on testing, including travel time to and from the collection site, is paid time, including overtime, if applicable.

Under Kitsap Transit’s policy, an employee subject to reasonable suspicion, or return to duty testing will not be allowed to return to work until drug test results have been reviewed and confirmed negative by the MRO and negative alcohol results have been received from the collection site. Employees will be compensated for all time during the waiting period according to the applicable union contract or non-represented policy.

Unless the alcohol test results are 0.02 BAC or greater, safety-sensitive employees subject to random testing will return to work immediately to await drug test results.

D. UNION REPRESENTATION

In cases where a union employee must submit to an alcohol and/or drug screen for reasonable suspicion or post-accident circumstances, the employee will be given an opportunity at the time of the order to call a union representative when reporting to the collection site for testing. DOT regulations prohibit delaying the commencement of drug and alcohol testing if an employee representative (e.g., union representation) is delayed in arriving at the collection site (see 49 CFR 40.61(b)).

E. RETEST

An employee/applicant may request, through the MRO, a test of their split specimen at a different DHHS-certified laboratory if their initial (primary) specimen is verified by the MRO to be positive for one or more of the five prohibited drugs (see 49 CFR 40.87 and 655.21) or is reported as adulterated or substituted. The request must be made within 72 hours (or the following Monday, if notification is on Friday) of notification of a positive test result. Requests after this period will be accepted by the MRO only if delay was due to documentable facts beyond the control of the employee.

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Kitsap Transit will recover costs from the employee, if the analysis of the split specimen
IV. DISCIPLINE

Employees who have a EBT verified alcohol test and/or MRO verified drug test will be immediately removed from safety-sensitive duty and referred to at least two (2) Substance Abuse Professionals (SAP). Under Federal Transit Administration (FTA) regulations, disciplines for program violations are determined at the local level. Under United States Coast Guard (USCG) regulations, all results of post-accident tests and positive drug tests for all mariners who hold a license, certificate of registry or merchant mariner’s document must be reported to the nearest Coast Guard Officer in Charge, Marine Inspection. Kitsap Transit shall prohibit a covered employee from performing or continuing to perform a safety-sensitive function, and the discipline policy for prohibited conduct is as follows:

1. An employee with a verified positive alcohol test at the 0.04 breath alcohol concentration (BAC) level or above and/or positive for drugs (above the threshold levels in 49 CFR 40.87) or engages in Prohibited Conduct as specified in policy section I.D, will be discharged. He/she will be given the name, address and phone number of at least two (2) locally available 49 CFR Part 40 qualified Substance Abuse Professionals for assessment. Kitsap Transit will pay for the assessment visit.

2. An employee who tests for alcohol at the 0.02 - 0.039 BAC level will be suspended without pay (combination of a test at this level and other rule violations may result in more severe discipline, including termination). An employee who is terminated will also be offered an assessment visit with the substance abuse counselor. If offered suspension, an employee is required to comply with the following requirements:

- Referral to and assessment by a substance abuse counselor.
- Completion of treatment and rehabilitation program as developed by the substance abuse counselor. The substance abuse counselor will determine if the program must be completed prior to return to work.
- Negative Return to Duty test for alcohol. The substance abuse counselor may also require a Return to Duty drug test.
- Release to work from substance abuse counselor.
- Re-entry agreement that is developed in conjunction with the substance abuse counselor outlining terms of return to work, including ongoing treatment, aftercare, and follow-up testing of at least six alcohol tests in the first twelve-month period and additional alcohol and/or drug tests up to 60 months, if the substance abuse counselor recommends it, in addition to required random testing.
- A second positive alcohol test under any testing circumstance within five years will result in discharge.

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   • A second positive alcohol test under any testing circumstance within five years will result in discharge.

V. EMPLOYEE ASSISTANCE PROGRAM

Under Kitsap Transit policy, the Employee Assistance Program (EAP) is provided for free to employees and their families for assessment of drug and alcohol problems or other personal problems that may affect job performance. Kitsap Transit strongly encourages employees to seek assistance voluntarily, before a performance problem occurs. Alcoholism and drug dependencies are treatable problems, which can be successfully dealt with if the employee is motivated and appropriate treatment is completed.
Contacts made with the EAP provider, APS Healthcare, are held confidential by them unless the employee authorizes a release of information.

An employee may choose to seek help without the knowledge of Kitsap Transit or may choose to inform his/her supervisor of the problem. An employee who informs Kitsap Transit he/she needs time off to seek help for drug and/or alcohol dependency prior to notification for any required drug and/or alcohol test and before a violation of this policy has occurred will be given a leave of absence for treatment, on general leave (if available) or without pay, if the employee has no leave available. This leave will not interfere with an employee's continued employment or eligibility for promotional opportunities.

An employee who self refers him/herself to a substance abuse treatment program, with the prior knowledge of Kitsap Transit, must agree to a re-entry contract, which includes a negative test for drugs and/or alcohol, a release to work from the treatment specialist, aftercare conditions and unannounced follow-up testing for up to two years.

A request for help precipitated by a request to test or a violation of this policy shall not be used as a shield from appropriate disciplinary action.

The phone number for the EAP is 1-800-570-9315. A list of other community resources for drug and alcohol counseling is posted on bulletin boards throughout the Agency.

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VI. CONTRACTORS

Contractor organizations that have employees who provide FTA-defined safety-sensitive functions and/or USCG-defined safety-sensitive functions for Kitsap Transit will be required to adopt an anti-drug and alcohol policy, which contains the same provisions as this policy with respect to prohibited conduct, training, and testing. No contractor employee who is in violation of those policy provisions may work on transit property or provide safety-sensitive services unless they have met re-entry requirements as described in policy Section V. Contractor personnel may, at the sole discretion of Kitsap Transit, participate in the transit system's drug and alcohol-testing program, with results referred to the contractor's management for appropriate personnel action. Kitsap Transit shall have the right to monitor the contractor's compliance and documentation procedures.

VII. EDUCATION AND TRAINING

All Kitsap Transit employees and affected volunteers shall receive a copy of this policy, information on the effect and impact of drug and alcohol abuse, and a list of local and state resources available for them to deal with alcohol and substance abuse problems.

FTA and USCG require that safety-sensitive employees receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.
All directors, managers and supervisors shall receive policy and drug and alcohol awareness training (a minimum of two hours; one hour on alcohol and one hour on drugs) prior to the application of this policy.

FTA and USCG require supervisors and/or other company officers authorized by Kitsap Transit to make reasonable suspicion determinations to receive at least 60 minutes of training on the physical, behavioral and performance indicators of probable drug use and at least an additional 60 minutes of training on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

Any questions about the policy or testing program may be addressed to the Human Resources Associate/Drug and Alcohol Program Manager (360-478-0211), or in their absence, the Safety & Security Training Administrator (360-475-6894). Any questions about the policy or testing program may be addressed to Marisol Castro, Human Resources Associate/Drug and Alcohol Program Manager (360-478-0211), or in her absence, Nancy Venard, Benefits Coordinator (360-478-5865), or Dustin Rodrigues, Safety & Security Training Administrator (360-475-6894).
ATTACHMENT A
SAFETY-SENSITIVE EMPLOYEES / CONTRACTORS BY JOB TITLE
Revised June 2022

Safety-sensitive employees are subject to all provisions of this policy.

FTA regulations define "safety-sensitive" functions as follows:
- Operate revenue service vehicles, whether or not the vehicle is in revenue service; or
- Operate a non-revenue vehicle, when required to be operated by a holder of a CDL; or
- Control the movement or dispatch of a revenue service vehicle; or
- Perform maintenance on vehicles or equipment used in revenue service; or
- Serve as armed security personnel

USCG regulations define “safety-sensitive” functions as follows:
- Operation of a vessel on either a routine or emergency only basis; or
- Directing and mustering passengers in emergencies; or
- Passing out lifejackets; or
- Controlling and operating lifesaving equipment; or
- Controlling and operating firefighting equipment

Kitsap Transit employees and contractor employees that meet the safety-sensitive criteria listed above:

A. DEPARTMENT OF TRANSPORTATION – USCG (Marine Services)

Captain
Deckhand
Marine Services Ambassador

B. DEPARTMENT OF TRANSPORTATION – FTA (Transit Division)

Routed and ACCESS Operations
ACCESS Manager
ACCESS Operations Supervisor 1 & 2 (Routed and ACCESS)
ACCESS Scheduler/Dispatcher
Routed Window Dispatcher
Operator (Routed and ACCESS)

Worker/Driver Program
Worker/Driver Supervisor
Worker/Driver Instructor
Worker/Driver

Vehicle & Facilities Maintenance
Vehicle Maintenance Supervisor
Lead Mechanic
Mechanic
Mechanic Apprentice
Preventive Maintenance Technician
Vehicle Maintenance Worker 2
Facilities Maintenance Technician

Contractors
Vehicle Maintenance Contractors
Passenger Only Ferry Contractors
Taxicab Contractors
Human Resources
Assistant Safety Trainer

Ferry
Marine Mechanic
Marine Mechanic Helper

Service Development
Information Technology Administrator (ORCA Hardware)
ATTACHMENT A

SAFETY-SENSITIVE EMPLOYEES / CONTRACTORS BY JOB TITLE

Revised May 2021

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Kitsap Transit employees and contractor employees that meet the safety-sensitive criteria listed above:

A. DEPARTMENT OF TRANSPORTATION – USCG (Marine Services)
   - Captain
   - Deckhand
   - Marine Services Ambassador

B. DEPARTMENT OF TRANSPORTATION – FTA (Transit Division)
   - Vehicle & Facilities Maintenance
     - Vehicle Maintenance Supervisor
     - Lead Mechanic
     - Mechanic
     - Mechanic Apprentice
     - Preventive Maintenance Technician
     - Vehicle Maintenance Worker 2
     - Facilities Maintenance Technician
     - Contractors
   - Worker/Driver Program
   - Worker/Driver-Supervisor
   - Worker/Driver-Instructor
   - Worker/Driver
   - Passenger Only Ferry Contractors
   - Taxicab Contractors
ATTACHMENT B

EFFECTS OF ALCOHOL

Alcohol is the most abused drug in society today. When consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

1. HEALTH EFFECTS
   - Physical dependency. Up to 10% of the population become physically and/or mentally dependent on alcohol and can be termed “alcoholic”.
   - Decreased sexual functioning
   - Fatal liver diseases
   - Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
   - Kidney disease
   - Pancreatitis
   - Spontaneous abortion and neonatal mortality
   - Ulcers
   - Birth defects (over half of all birth defects are alcohol related)

2. WORKPLACE ISSUES
   - It takes one hour for the average person (150 pounds) to process one serving alcoholic beverage (12 oz. of beer, 1 oz. of whiskey, or 6 oz. of wine) from the body.
   - Impairment in coordination and judgment can be measured with as little as two drinks in the body.
   - A person who is legally intoxicated is six (6) times more likely to have an accident than a sober person is.

3. SIGNS AND SYMPTOMS OF USE
   - Dulled mental processes
   - Lack of coordination
   - The odor of alcohol on breath
   - Constricted pupils; bloodshot or watery eyes
   - Sleepy or stuporous condition
   - Slowed reaction time
   - Slurred speech

4. PERSONAL AND SOCIAL ISSUES
   - Two-thirds of all homicides are alcohol-related.
   - Two to three percent of drivers are legally drunk at any time. This rate doubles at night or on weekends.
• Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
• The rate of separation and divorce in families with alcohol dependency problems is seven times the population average.
• Forty percent of family court cases are related to alcohol problems.

APPENDIX 6.0 SAFETY ASSURANCE

A.6.1 Background Checks and Driver Abstract Monitoring

Kitsap Transit has various non-revenue vehicles that are available to all staff for agency business. Since all employees at Kitsap Transit have access to the use of agency vehicles, our insurance carrier, the Washington State Transit Insurance Pool (WSTIP), has in place a best practice that requires Kitsap Transit to utilize a service to monitor employee driving record activity. The service periodically “looks” at the Washington State Department of Licensing database to see if anything has changed on the record. This is commonly referred to as “pinging.” If something has changed, like a conviction for a speeding violation, the Department of Licensing will automatically send the violation information to Kitsap Transit.

Should the monitoring service show something has changed on a driver record, the employee will be asked to verify the information. The information secured using the driver record monitoring service shall be used to determine whether an employee can operate an agency vehicle while in the employment of Kitsap Transit. This policy is supported by and in no way violates the provisions of RCW 46.52.130. This monitoring service does not preempt the requirement to self-report violations and convictions.

This update does not change any current employment requirements for those jobs that require a good driving record. This policy update will add the remainder of the non-safety sensitive employees who have not previously been in the pool.

Effective May 1, 2015, all employees (safety-sensitive or not) and vanpool drivers will be included in the driver record monitoring pool for Kitsap Transit to comply with the WSTIP policy.

A.6.1.1 Policy and Procedure

• All employees will have their driving record monitored.
• Human Resources, in conjunction with WSTIP, will maintain the data.
• As a result of information received from the DOL, employees may be placed on an “exclusion” list, following a point system as outlined later in this policy. If this occurs, employees will not have access to any agency vehicle for the duration of the exclusion.
• Employees may choose to use their own vehicle to conduct company business, and mileage will be reimbursed at prevailing IRS mileage reimbursement rates.
• Employees should carpool when two or more employees are traveling to the same destination.
• Family members may not travel in company cars unless the department director has granted prior permission.
• Should an employee use their personal vehicle for business reasons, their insurance (including all deductibles) will be primary. In no case will Kitsap Transit reimburse an employee for any deductibles included in a personal insurance policy. WSTIP insurance will be secondary and will only be used for claims where the employee’s personal insurance policy limits are exhausted.
• It is the employee's responsibility to self-report violations and convictions that occur on or off the job, to their supervisor or directly to Human Resources as soon as practical. In no case shall an employee drive an agency vehicle until such reporting has been accomplished. Failure to report an exclusionary driving citation and/or conviction and then driving an agency vehicle will be grounds for discipline, up to and including termination.
• Employees driving vehicles that require a commercial driver's license to operate must obtain and maintain that license. If such an employee's license expires or is suspended or revoked, he/she may be subject to disciplinary action, including demotion or termination. Should the employee fail to immediately report such revocation or suspension of his/her license to the appropriate supervisor, and instead continues to operate an Agency vehicle under such circumstances, that employee may be subject to termination.
• All employees who receive citations while driving Agency vehicles are also subject to discipline.
• As outlined in the Drug and Alcohol policy, employees involved in a vehicle accident during business hours/purposes may be subject to post-accident drug and alcohol testing, whether driving an agency vehicle or a personal vehicle.
• Non-safety sensitive employees will no longer be eligible to drive an agency vehicle if the following appears on their driving record:
  ✓ Never Eligible Offenses - Any conviction surrounding a fatal accident (vehicular homicide, manslaughter, etc.), using a vehicle in the commission of a felony, and/or vehicular assault appears on their driving record – LIFETIME INELIGIBILITY
  ✓ 10 Year Ineligible Offenses - Any conviction for negligent driving, reckless driving, hit and run, leaving an accident scene, driving under the influence of drugs or alcohol – 10 YEAR INELIGIBILITY
  ✓ 5 Year Ineligible Offenses - Any conviction resulting in suspension/revocation related to a four (4) point offense - 5 YEAR INELIGIBILITY
  ✓ 3 Year Ineligible Offenses – Any conviction or combination of convictions earning six (6) or more points (see Table) – 3 YEAR INELIGIBILITY

All employees will be required to attend defensive driving training, which will include:
• What is defensive driving
• What to do if you are in an accident and how to report one
• The accident review process
• Eligibility criteria
**ELIGIBILITY CHART**

<table>
<thead>
<tr>
<th>Points</th>
<th>Offense</th>
<th>Additional Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accident (not at fault)*</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Accident (at fault)</td>
<td></td>
</tr>
<tr>
<td>+1</td>
<td>Add a point to any offense listed below if the offense occurred in the agency vehicle or on company time</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Operating without lights on</td>
<td></td>
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<tr>
<td>2</td>
<td>Carpool lane violation</td>
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<tr>
<td>2</td>
<td>Driving on the shoulder</td>
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<tr>
<td>2</td>
<td>Driving without insurance</td>
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<tr>
<td>2</td>
<td>Failure to appear</td>
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<tr>
<td>2</td>
<td>Failure to signal</td>
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<tr>
<td>2</td>
<td>Following too close</td>
<td></td>
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<tr>
<td>2</td>
<td>Impeding traffic (traveling too slowly)</td>
<td></td>
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<tr>
<td>2</td>
<td>Improper lane travel</td>
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<td>2</td>
<td>Speeding (0 – 8 mph)</td>
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<tr>
<td>3</td>
<td>Failure to yield to emergency vehicle</td>
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<tr>
<td>3</td>
<td>Speeding (9 – 12 mph)</td>
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<tr>
<td>3</td>
<td>Deferred prosecution for any offense that is NOT negligent driving, reckless driving, hit and run, leaving an accident scene, driving under the influence of drugs or alcohol</td>
<td></td>
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<tr>
<td>3</td>
<td>Driving without a valid license</td>
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<tr>
<td>3</td>
<td>Improper child restraint</td>
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<tr>
<td>3</td>
<td>Red light camera violation</td>
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<td>3</td>
<td>Seatbelt use violation</td>
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<tr>
<td>4</td>
<td>Cell phone use or texting violation</td>
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<tr>
<td>4</td>
<td>Deferred prosecution for negligent driving, reckless driving, hit and run, leaving an accident scene, driving under the influence of drugs or alcohol</td>
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<tr>
<td>4</td>
<td>Driving too fast for conditions</td>
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<td>4</td>
<td>Failure to yield or stop; disobeying a road sign</td>
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<td>4</td>
<td>Illegal passing, turning, or lane change</td>
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<td>4</td>
<td>Open alcohol container</td>
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<td>4</td>
<td>Speeding (13 mph+ over the speed limit)</td>
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<td>4</td>
<td>Speeding in a school zone</td>
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<tr>
<td>4</td>
<td>Violation of bus stop paddle</td>
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<tr>
<td>6</td>
<td>Driving with suspended/revoked license</td>
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<td>6</td>
<td>Reckless or negligent driving</td>
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<td>6</td>
<td>Vehicular assault/homicide</td>
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<td>6</td>
<td>DUI (DWI)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Eluding a police vehicle</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Hit and run</td>
<td></td>
</tr>
</tbody>
</table>
A.6.2 – Event Reporting and Investigation

A.6.2.1 Vehicle Collisions

All vehicle events are investigated following Kitsap Transit accident investigation procedures. (See Appendix A for the detailed procedures).

A vehicle event or accident may be reclassified as an “incident” or “occurrence” (See Appendix C for FTA Definitions). Occurrences with minor damage to Kitsap Transit’s vehicle only, such as a damaged or broken mirror, or minor damage to a fixed object, such as a mailbox or fence post, or a vehicle collision with minor damage, do not necessarily go through a complete investigation. All events are required to be reported and documented via the Kitsap Transit Event Report form (see Appendix).

A.6.2.2 On the Job Injuries

On the job injuries (OJI) and environmental incidents are both handled similarly to vehicle collisions. All OJI events are required to be documented on a Kitsap Transit On-The-Job Injury Report form, completed by the injured employee, and submitted to the HR Department. Based on the severity of the injury, a formal investigation will be undertaken. For injuries that meet the requirements of WAC 296-800, at a minimum, a supervisor, in conjunction with a union advocate, will review the injury report with the individual, complete a supervisor’s report and submit that to the HR Department. The Safety Committee reviews data for both vehicle collision events and OJI events.

Vehicle collisions and injuries are investigated by a trained Kitsap Transit Supervisor or Manager.

Completed event reports and all associated documents, including police reports, are forwarded to the Kitsap Transit Accident Review Committee (ARC) for accident preventability determination. The ARC reviews reports once per week. Accident report data are also forwarded to the Washington State Transit Insurance Pool (WSTIP) by Human Resources. The responsible department director and the driver’s supervisor receive a copy of the accident report package. A copy is also filed in the respective department. After the ARC determines preventability (Preventable or Non-Preventable Event), a memorandum is generated to the employee. Appropriate training and/or discipline may result from the findings of the investigation.

Additionally, the Safety Committee reviews all collisions, slip/trip/falls, and OJI injury data monthly. The Safety Committee’s focus is primarily looking at trends and possible collision/injury prevention.

A.6.2.3 Environmental Events

Environmental events are investigated by a trained supervisor or manager of the department involved.
All collision/incident, slip/trip/falls, and OJI reports, including the Driver Event Report, Supervisor Accident Investigation Report, and all associated documents, go to Kitsap Transit Human Resources (HR) for inclusion into the WSTIP database or OSHA statistics database. Additionally, a copy of all vehicle collision/incident reports goes to the appropriate department.

**A.6.3 AngelTrax/CoPilot Safety System**

In March of 2019, Kitsap Transit started investigating various driver improvement technologies to aid in supporting our agency’s safety culture. After careful review and analysis, in the 2nd quarter of 2020, Kitsap Transit began implementing the AngelTrax Safety System into Routed and ACCESS vehicles throughout the fleet. The implementation of the AngelTrax Safety Systems included an initial thirty (30) day data collection period to establish a baseline evaluation of organizational behaviors and collision-related events.

**Coaching related to the identified behaviors will begin in the second month following the implementation of the camera systems in the fleet vehicles.** AngelTrax devices can collect data and analyze over sixty (60) high-risk behaviors that contribute to collisions and related accident events. However, it was recommended that initial implementation focus on the main precipitators of collisions/events identified as unsafe following distance, late responses to hazards, and unsafe speed for conditions by focusing on the AngelTrax dimensions of braking, acceleration, cornering, rough and uneven surfaces, and collision effects (G-forces). The system uses:

- A camera with sensors and wireless accessibility to our onboard routers
- (8) Eight high lumen infrared LED lighting for inside view at night with a 130+ degree view
- (10) Ten Frames Per Second video capture
- (9) Nine-axis accelerometer
- Built-in g-force sensor
- Built-in GPS

This system is:

- Compatible with 12VDC and 24VDC vehicles
- Tamper-resistant with fault indicators
- Capable of continuously recording and storing up to 140 hours of video.
The result of this technology is a 260 second captured video clip (e.g., 260 seconds; 130 seconds before a triggered event, 130 seconds after a triggered event) are used for coaching, positive reinforcement, driver recognition, and sometimes, exonerations. These clips are reviewed with each vehicle driver within 24 hours of the event.

Quarterly reviews will be used to re-evaluate trends as they relate to baseline information for risky behavior and collision data. Year over year goals for the program will be established based on baseline identified high risk and collision/event causing actions.

With the implementation of the AngelTrax systems, Kitsap Transit anticipates that Safety & Security Training Administrator will be responsible for managing operational safety programs, accident and incident investigations as they relate to training, and associated training programs designed to address program shortfalls and deficiencies.

Specifically, the Safety & Security Training Administrator will communicate any Safety Policy violations that could result in property damage, bodily injury, and/or litigation liability to the appropriate department stakeholders and will conduct coaching sessions with the involved employees to correct risky behavior. The AngelTrax technology will be utilized for research, analysis, solution development, process and program coordination, report writing, and presentations related to areas of operational driving safety. Based on quarterly trends analysis, it is the responsibility of the HR Director’s designated employee to recommend applicable results-oriented remedial training.

A significant amount of time will be used to address three specific areas of concern related to Kitsap Transit, which has been identified as following distance, keeping an eye out, and late responses. These behaviors, when considered together, or separately, or combined with other actions, will at some point factor in rear-end accidents. These same behaviors lead to passenger falls caused by abrupt starts, stops, and unsafe maneuvering.

**A.6.3.1 Technology and Learning Transfer**

Organizations that have instituted driver improvement technology have experienced safer drivers, increased passenger safety, and safer citizens. Moreover, knowledge transfer as a result of up-to-date training translates into operators also being safer when operating personal vehicles. Accident costs and claims against organizations are reduced as a result of having an objective perspective of collision-related factors. The technology also contributes to a reduction in frivolous claims of fault due to being able to review footage and refute claims regarding incidents that did not occur. Organizations with driver improvement technology also have experienced reductions related to worker compensation claims.

An additional benefit of the program recognizes near-miss incidents in which operators, following industry best practices, avoid collisions where they would not have been found at fault. However, these incidents can be used in an effort to support training as it relates to safe driving.
practices and can demonstrate excellent operations within the Kitsap Transit organization. Use of the driver improvement technology system is not only used to correct deficiencies but also allows Kitsap Transit the opportunity to recognize operators who are operating safely.

A.6.4 Safety and Security Audits and Hazard Assessment

Threats and vulnerabilities to a transit system cover a wide array of events, virtually none of which can be totally eliminated while still operating the system. Since no system can be rendered totally safe or secure, once threats and vulnerabilities are identified, their impact on the total system must be assessed to determine whether to accept the risk of a particular danger and the extent to which corrective measures can eliminate or reduce its severity.

Thus, safety and security is a process of risk management, identifying significant threats, and considering how vulnerable the system might be to the actions they threaten.

*Threats* are defined as specific activities that will damage the system, its facilities, or its patrons. Threats include any actions that detract from overall safety and security. They range from the extreme of terrorist-initiated bombs or hostage-taking to more common events such as theft of services, pickpocketing, graffiti, and vandalism. Those responsible for identifying and assessing threats and vulnerabilities must not only measure the degree of potential danger, but the chances of that particular danger actually occurring.

*Vulnerability* is defined as the susceptibility of the system to a particular type of safety or security hazard. Vulnerabilities can be corrected, but risk analysis must be undertaken to determine which vulnerabilities take the highest priority. Because transit systems cover a vast amount of territory that is often unfenced or otherwise unprotected, all equipment is vulnerable to a terrorist attack.

A.6.4.1 Threat and Vulnerability Identification

Once Kitsap Transit’s threats and vulnerabilities have been systematically identified, they should be assessed to determine their impact on the entire system. Kitsap Transit will then decide whether to accept the vulnerability or to implement corrective measures to bring the vulnerability to an acceptable level.

Proper threat and vulnerability identification include safety and security testing and inspections, which are geared to promoting and ensuring that equipment is operating correctly, is readily available when needed, and that employees are proficient in the use of the equipment and associated policies and procedures. To accomplish this, Kitsap Transit utilizes threat and vulnerability assessments on safety and security systems, equipment, and personnel to upgrade staff effectiveness through training.

Kitsap Transit’s Threat and Vulnerability Teams will be established to identify, assess, and resolve issues related to threats and vulnerability. This team should be composed of
representatives from the Operations, Maintenance and Facilities, Human Resources, and Service Development Departments.

Threat and vulnerability identification should include the following:

- Policies and procedures for threat and vulnerability identification have been formulated.
- Responsibility for threat and vulnerability identification is assigned to personnel of the Human Resource Department Safety Risk Management Team.
- A definition of data to be used for threat and vulnerability identification, including but not limited to:
  - Safety & Security surveys, inspections, or audits of specific facilities sources;
  - Breach or unusual occurrence reports;
  - Operations or police or dispatch reports;
  - Staff or passenger reports; and
  - Additional external sources that might be relied upon, for example, media reports, local government reports or inquiries, independent product evaluations of equipment owned or operated by the transit system, or analyses conducted by consultants or contractors

The Threat and Vulnerability Team will need to work out the details of how safety and security equipment inspections, employee safety and security proficiency evaluations, and system effectiveness exercises are conducted at the transit agency to ensure the preparedness of Kitsap Transit. This Team will need to work out the details of the three steps below.

Preparedness is a measure of the system's ability to withstand or respond to threats and vulnerabilities as they may occur. Due to the nature of the safety and security functions, few threats can be totally eliminated; thus, preparedness to respond to events when they occur is a major component of an Agency Safety Plan.

The three-pronged approach for measuring preparedness that is described in this subsection is designed to mesh closely with the threat and vulnerability identification process, providing an opportunity to improve identification, outline training needs, and reinforce the importance of safety and security throughout the system.

The three steps are:

1. Confirming the preparedness of all equipment;
2. Testing and evaluating employee proficiency with the equipment, policies and procedures; and
3. Evaluating the successful integration of steps one and two through drills or other exercises.

To follow the three steps above:
1. Measure preparedness through a complete inventory of equipment and human capital:
   a. Develop equipment lists to include all safety and security equipment and location of the equipment, including items issued to individual employees (such as portable radios or mobile telephones, etc.).
   b. Equipment should be defined in its broadest meaning to include any safety and security devices installed at transit facilities; thus, locks, fencing, CCTV, card access readers, public address systems, and all similar safety and security devices should be listed and checked.
   c. All equipment should be inspected to confirm that it is in working order.
   d. Specify what constitutes acceptable levels of equipment preparedness; for example, a portable radio that transmits but does not receive is not acceptable. At the same time, one CCTV monitor out of service among a bank of four or five may be tolerable until repairs can be made.
   e. Develop maintenance records in the form of logbooks, cards, or computerized entries; records should include dates of inspection, dates of routine maintenance or tests, and types of repairs made on the basis of the established criteria.
   f. If any equipment contains a stated expiration date or has a recommended shelf-life, review dates to ensure that equipment may be safely and legally used by employees; disregard and replace any equipment that is no longer suitable for use.
   g. Confirm that all equipment is in its proper location and that trained and designated employees are aware of the location and have access to it.

2. Assess employee proficiency
   a. Require employees to demonstrate proficiency with all equipment, assigned duties, system requirements, and policy/procedure knowledge.
   b. Define proficiency and address if all employees must know how to use and operate all equipment, or is some equipment available only to specific categories of employees who are trained in its use related to the job classification and duties.
   c. Set minimum proficiency levels and determine how employees will be raised to that level and how they will be prevented from using equipment or performing job duties in which they are not proficient.
   d. Since proficiency is knowing not only how but when to use particular equipment, classroom training should augment any hands-on testing.
   e. Maintain records of employee training and proficiency, including dates and times of instruction.

3. Measure effectiveness through drills and exercises
   a. Describe how you will conduct safety and security drills and exercises. Include information on but not limited to what will be tested (for example, crash or accident, hostage situation, bomb threat response). Consider how frequently drills and exercises will be mounted, and types of personnel who will participate from within the Operations Department as well as from other transit departments or outside agencies.
   b. Determine whether drills will be scripted or allowed to progress free-form. Different situations may require different types of drills (for example, drills of accidents involving passengers may lend themselves to scripting due to the need
for certain patterned responses while hostage drills or evacuations of large numbers of passengers from stations may need to flow in a more free-formed format to better simulate an actual event of this nature).

c. Develop effectiveness measures that can be used in de-briefing participants and planning for additional training, bearing in mind that scripted drills are more easily assessed against measures of effectiveness and can be more easily "scored" by those with whom the script was shared prior to the drill.

d. Develop measures of effectiveness for each of the following categories:
   • Command and control at the scene of the drill;
   • Communications at the scene of the drill, with the transit system’s central dispatch, and with outside parties, including police, fire, and emergency medical responders;
   • Communications with media representatives and local politicians, including review of who is designated to speak on behalf of the transit operator;
   • Effectiveness of operations, including techniques employed (did the plan work, were the "victims" saved, was emergency equipment able to enter and exit the scene in time to save the "injured,” did the hostage-taker surrender or kill the hostages);
   • Alternate strategies (even if the plan worked, might other plans have worked better, is there a need for a wider range of potential strategies, do other strategies require fewer staff members or less disruption to the transit system);
   • Security priorities including consideration of whether the drill represented the way the transit operator feels are most appropriate for handling that type of safety or security event;
   • Coordination within the transit system (did other departments respond as anticipated or in an appropriate manner);
   • Coordination with the community including, but not limited to, local or state police, fire and medical rescue, the media, local politicians or community groups;

A.6.4.2 Threat and Vulnerability Assessment

Kitsap Transit utilizes the outlined threat and vulnerability (via the Human Resources Department) for identifying and evaluating those areas of its operations, facilities, and vehicles that are most susceptible to safety and security events and the consequences of natural disasters and other emergency situations. These assessments support the need for transit management in four key areas:

- *Asset valuation and judgment about the consequence of loss*. What assets must the transit agency protect? How should these assets be valued – both to the transit agency and a potential adversary? What is the impact if these assets are lost – on passengers, employees, public safety organizations, the general public, and the transit operation?
• **Identification and characterization of the threats to specific assets.** What are the threats to the system? How can these threats be described and quantified in terms that support management decision-making activity?

• **Identification and characterization of the vulnerability of specific assets.** What vulnerabilities -- or weaknesses in the safety or security posture of the asset -- exist that could be exploited? Can the transit operator make design or operational changes to reduce risk levels by altering the nature of the asset itself?

• **Identification of countermeasures, costs, and tradeoffs.** What different countermeasures are available to protect an asset? What is the varying cost or effectiveness of alternative measures? In many cases, there is a point beyond which adding countermeasures will raise costs without appreciably enhancing the protection afforded.

A significant portion of a system's ability to assess its threat and vulnerability levels is dependent on the quality of its data collection. Data collection also plays a vital role in resource allocation, for without knowledge of when and where events occur, a manager is unable to devise strategies to combat potential problems properly.

Data collection in the safety and security field is a particularly sensitive issue. Because many of the safety and security events that occur on transit property are never reported to the transit agency, the accuracy of the individual reports that are available becomes especially important as a small way to make up for data that are not readily apparent.

Among the most important sources of safety and security data that the Threat and Vulnerability Team must have to assess threats and vulnerabilities and to intelligently anticipate risks are:

• Incident and event reports
• Passenger reports
• Employee reports
• Personnel records
• Physical plans for all facilities

Data collection cannot depend or be based solely on internal reporting mechanisms. The transit system needs to maintain liaisons with local police and community groups, local, state, and federal officials; and any others who may know of incidents occurring on the transit operator's property that are not captured by internal reporting procedures.

To collect the most complete data that are available to assess threats and vulnerabilities, procedures should:

• Describe how certain information will be provided to the Chief Safety Officer, including personnel information (particularly on fired employees) that may increase the vulnerability of the system's information network or its facilities;
• Describe the department's basic incident report, possibly attaching a copy of it as an Appendix so that those interacting with police or safety and security personnel will have knowledge of the types of information that are sought; and

• Devise incident report forms that include, at a minimum, date and time of the incident, location (as precisely as possible), mode of transit affected, persons involved (employees, security personnel, passengers, patrons, contractors, trespassers, etc.), a narrative account of the incident, the estimated cost of damage, the extent of injury to anyone involved, type and duration of disruption to service, weather conditions, security actions that are taken, supervisor(s) on the scene for security or other transit departments, and external agencies on the scene (police, fire and rescue, etc.) and any actions they took, including the names of their responding officers and supervisors at the scene.

Once data are collected and tabulated, it becomes necessary to define who has access to the data, with whom, and under what circumstances it will be shared. To document the flow of safety and security information:

• Describe the types of reports that will be created based on incident reports, including the type and frequency of reports to upper levels of management, types and frequency of statistical reports prepared (including whether or not the agency participates in the FBI Uniform Crime Report (UCR) or any state or local law enforcement reporting systems), and how special requests for information will be handled (whether from other transit departments, the media, or other outside sources determined to be legally eligible for the information being sought);

• Describe procedures for safeguarding sensitive information, including explaining how and to whom records will be available, how the information will be distributed and summarized to those who require partial access to some of the data collected; and

• Charts may be used to diagram the information flow, showing how sensitive or confidential information is eliminated from all but those required to and legally eligible to view it

Once data collection and distribution protocols are developed, it is necessary to explain how the information will be analyzed to determine where the system is vulnerable and what threats are most likely to be experienced. This is a risk analysis that assigns responsibility for safety and security assessment and describes how the information will be analyzed.

Responsibility of threat assessment is a key component of system safety and security. The results of data assessment should play a major role in the deployment security personnel, in physical safety and security decisions for each facility controlled by the operator, and the investment in safety and security devices for these facilities.

Using past data, the threat analysis should rank each of the threat categories (each represents a vulnerability) based on the likelihood that a similar threat will occur.
A.6.4.2.1 Assessing Consequences

Assess consequences (cost and impacts) using a threat and vulnerability resolution matrix.

- **Severity of loss** (human loss or injury, loss of asset, replacement/recovery costs, and congestion/delay) – Consequences are assessed both in terms of financial loss (determined by human loss and injury, loss of asset, replacement/recovery costs, and congestion/delay) and using expert opinion to evaluate a series of criteria that determine the probability of loss and impact of loss for a given threat scenario. The purpose of this step is to gain a quantitative understanding of which scenarios present Kitsap Transit with the highest impact consequences. In this way, Kitsap Transit can make appropriate decisions on resource allocation using data that objectively describes vulnerabilities. The mechanism used to categorize the consequences of the scenarios is the risk assessment matrix shown below.

- **Probability of occurrence** – The likelihood of the event/threat to occur based on past recorded incidents and potential of the event based on intelligence.

Each scenario will be evaluated, based on prescribed measures, and classified in one of the grids of the following matrix.

### KT Risk Assessment Matrix (21 Box)

<table>
<thead>
<tr>
<th>KT Risk Assessment Matrix</th>
<th>SEVERITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Frequent</td>
<td>High (1a)</td>
</tr>
<tr>
<td>b. Probable</td>
<td>High (1b)</td>
</tr>
<tr>
<td>c. Occasional</td>
<td>High (1c)</td>
</tr>
<tr>
<td>d. Remote</td>
<td>Serious (1d)</td>
</tr>
<tr>
<td>e. Improbable</td>
<td>Medium (1e)</td>
</tr>
<tr>
<td>f. Eliminated</td>
<td>Eliminated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resolution Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
</tr>
<tr>
<td>Serious</td>
</tr>
<tr>
<td>Medium</td>
</tr>
<tr>
<td>Low</td>
</tr>
<tr>
<td>Eliminated</td>
</tr>
</tbody>
</table>

Based on Military Standard 882E

### Probability Level

<table>
<thead>
<tr>
<th>Probability Level</th>
<th>Likelihood of event in specific item</th>
<th>MTBE* in Operating Hours</th>
<th>Occurrence in time</th>
<th>Occurrence Description</th>
</tr>
</thead>
</table>

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<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>System Disruption</td>
<td>&gt; 24 hrs</td>
<td>12 - 24 hrs</td>
<td>4 – 12 hrs</td>
<td>&lt; 4 hrs</td>
</tr>
<tr>
<td>Service/Operation</td>
<td>Substantial or total loss of operation</td>
<td>Partial shutdown of operation</td>
<td>Brief disruption to operation</td>
<td>No disruption</td>
</tr>
<tr>
<td>People</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial</td>
<td>&gt; $1,000,000</td>
<td>&lt; $1,000,000</td>
<td>&lt; $250,000</td>
<td>&lt; $100,000</td>
</tr>
<tr>
<td>Legal and Regulatory</td>
<td>Significant breach of the law. Individual or company law suits.</td>
<td>Breach of law; report /investigation by authority. Attracts compensation/ penalties/ enforcement action</td>
<td>Breach of regulatory requirements; report /involvement of authority. Attracts administrative fine</td>
<td>Technical non-compliance. No warning received; no regulatory reporting required</td>
</tr>
<tr>
<td>Environment</td>
<td>Permanent impact; affects a whole region; highly sensitive environment</td>
<td>Lasting months; impact on an extended area, area with some environmental sensitivity</td>
<td>Lasting weeks; reduced area, no environmentally sensitive surroundings</td>
<td>Lasting days or less; limited to small area, low significance/ sensitivity</td>
</tr>
<tr>
<td>Social</td>
<td>Major widespread social impacts</td>
<td>Significant, ongoing social issues</td>
<td>Some impacts on local population, mostly repairable</td>
<td>Minor disturbance of culture/social structures</td>
</tr>
<tr>
<td>Reputation</td>
<td>Noticeable reputational damage; national /international public attention and repercussions</td>
<td>Suspected reputational damage; local/regional public concern and reactions</td>
<td>Limited, local impact; concern/complaints from certain groups/organizations</td>
<td>Minor impact, awareness/concern from specific individuals</td>
</tr>
<tr>
<td>Injury</td>
<td>Death (not include suicides or by natural causes)</td>
<td>Fracture, Severe Bleeding, Brain injury, Dismemberment</td>
<td>Bruising, Abrasions, Bleeding (Ambulance transport)</td>
<td>Bruising, Abrasions, Sprains (No Ambulance transport)</td>
</tr>
<tr>
<td>Health</td>
<td>Exposure with irreversible impacts with loss of quality of life of a numerous group/population or multiple fatalities</td>
<td>Exposure with irreversible impact on health with loss of quality of life or single fatality</td>
<td>Exposure with reversible impact on health or permanent change with no disability or loss of quality of life</td>
<td>Exposure to health hazard resulting in symptoms requiring medical intervention, with full recovery</td>
</tr>
<tr>
<td>Safety</td>
<td>Severe accident with major service disruption or loss of life, Potential Federal agency involvement, damages over $250,000</td>
<td>Accident with serious injuries, damages exceed $100,000</td>
<td>Reportable accident with over $25,000 in damages</td>
<td>Incident with minor damage</td>
</tr>
<tr>
<td>Technology</td>
<td>KT Technology infrastructure, Applications that are categorized in the Critical infrastructure and system(s):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Mean Time Between Events The likelihood that hazards will be experienced during the planned life expectancy of the system can be estimated in potential occurrences per unit of time, events, population, items, or activity.*
### Information Security

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Result</th>
<th>Countermeasures</th>
</tr>
</thead>
<tbody>
<tr>
<td>cannot be accessed via Primary or DR infrastructure which includes data and major fiscal loss.</td>
<td>has an outage, but KT can restore services at the primary or DR datacenter site in an allotted SLA timeframe. Causing Operations and fiscal loss.</td>
<td>where PII/PCI data is exposed/accessed by malware, virus or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data causing data loss.</td>
</tr>
<tr>
<td>has an outage, but KT can restore services at the primary or DR datacenter site in an allotted SLA timeframe. Causing Operations and fiscal loss.</td>
<td>or not on list, has a brief outage that is not noticed by the users, nor affects any Operation, nor causes fiscal loss.</td>
<td>Malware or other type of Virus is identified on a PC, Server, or another network node, but does not affect any process nor accesses data, and is quickly eliminated.</td>
</tr>
</tbody>
</table>

### Security / Police

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Result</th>
<th>Countermeasures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal or terrorism attack of system resulting in death or serious bodily harm to customers. Violent attack/terrorism at KT business unit or administrative facility with grave loss of life or significant bodily harm to multiple employees.</td>
<td>Non-life-threatening workplace violence incident or significant targeted criminal damage to business unit facilities, vehicles, or KT critical infrastructure.</td>
<td>Suspicious package resulting in minor system delays; or trespasser (suicide) on the alignment (classified as security incident).</td>
</tr>
<tr>
<td>Non-life-threatening workplace violence incident or significant targeted criminal damage to business unit facilities, vehicles, or KT critical infrastructure.</td>
<td>Assault of employee or customer; minor criminal activity on system or at business unit/ administrative facility.</td>
<td>Threat and vulnerability resolution includes:</td>
</tr>
</tbody>
</table>

#### A.6.4.2.2 Prioritize Vulnerabilities and Countermeasures

- Requires the prioritization of public transportation vulnerabilities.
- Identification of vulnerabilities is the major goal of this analysis process – vulnerability countermeasures may include police and security deployment and staffing alternatives, safety and security technology, environmental design, and review safety and security materials selection, and final analysis.
- Addresses each vulnerability with countermeasures to mitigate the causes and effects – wherever possible, industry standards should be used to identify countermeasures that address prioritized vulnerabilities.

#### A.6.4.2.3 Producing a Prioritized Vulnerability/Countermeasure Report

- Listing of critical assets
- Elements of vulnerability: prioritized listing
- Recommended actions, security countermeasures: prioritized listing any threats that have disrupted workers' sense of security). Security threats and vulnerabilities are addressed to minimize crime exposure on the system.

Threat and vulnerability resolution includes:

- Mechanisms for activating certain types of emergency response including those authorized to respond, what levels of response are possible, and the duration the emergency response is capable of being maintained
• Methods to be employed to investigate safety and security events including circumstances that led to the event; and
• In-depth research of threats and vulnerabilities to determine if the risk(s) can be managed and to provide criteria for long-term improvements in identified safety and security risk areas.

Safety and security issues are typically resolved through the following process:

• An awareness program is developed and implemented to alert employees and patrons of a potential safety and security risk on the system;
• New procedures are developed, or existing procedures are revised to minimize the interim impact of the potential hazard; and
• If physical enhancements are essential to mitigate the risk, the facility or system component may be redesigned, modified, or replaced to improve system safety and security.

This process provides a temporary/short term solution for the potential risk until permanent remediation measures may be implemented. An important aspect of the resolution process is a subsequent follow-up assessment to validate the effectiveness of the corrective action(s), and possible alternative-supplemental measures, if necessary.

A.6.4.3 Threat and Vulnerability Resolution

This section describes how the Threat and Vulnerability Team will address identified threats. Some threats are sufficiently severe to demand an immediate response, others may require short- or long-term planning, and still, others may be accepted as part of doing business, with no particular action taken to preclude them from occurring. These three options can be defined as eliminate, mitigate, or accept.

For each category of option, explain what will or will not be done. If the decision is to eliminate the problem, discuss redesign, retraining, or procedural changes that are required to institute the change. If the decision is to mitigate the problem, discuss:

• The risk management issues resulting in the change
• Specifics of the change, such as changes in procedures, the addition of police or security oversight, or physical security changes
• Implementation dates of changes and how employees at the specific facility will be affected

If the decision is to accept the problem, consider:

• How the threat was determined to be acceptable (remote enough to ignore)
• The nature of the danger, however small, represented by the threat
How the system's operating environment mitigates the threat, allowing it to be classified as acceptable

A somewhat different category of response can be termed "emergency," and will describe measures enacted to counter a temporary, short-term threat. Examples of a temporary threat might include civil disobedience by a group known to have been violent or destructive in the past, an event known to have resulted in violence in the past, or recurring threats to the system (without actual incidents) known to have caused fear and bad perceptions of safety and security.

A.6.4.3.1 Threat and vulnerability resolution includes:

- Mechanisms for activating certain types of emergency response including those authorized to respond, what levels of intervention are possible, and the duration the emergency response is capable of being maintained;
- Methods to be employed to investigate safety and security events including circumstances that led to the event; and
- In-depth research of threats and vulnerabilities to determine if the risk(s) can be managed and to provide criteria for long-term improvements in identified safety and security risk areas.

Safety and Security issues are typically resolved through the following process:

- An awareness program is developed and implemented to alert employees and patrons of a potential safety and security risk on the system;
- New procedures are developed, or existing procedures are revised to minimize the interim impact of the potential hazard
- If physical enhancements are essential to mitigate the risk, the facility or system component may be redesigned, modified, or replaced to improve system safety and security.

This process provides a temporary/short term solution for the potential risk until permanent remediation measures can be implemented. An essential aspect of the resolution process is a subsequent follow-up assessment to validate the effectiveness of the corrective action(s), and possible alternative/supplemental measures, if necessary.

A.6.4.4 Hazard Severity

Hazard severity is a subjective determination of the worst case that could be anticipated to result from human error, design inadequacies, component failure or malfunction. The categories of hazards based on the modified MIL-STD-882 are as follows:

Category 1 Catastrophic - Operating conditions are such that human error, design deficiencies, element, subsystem or component failure or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation
Category 2 Critical - operating conditions are such that human error, subsystem or component failure or procedural deficiencies may cause severe injury, severe occupational illness or major system damage and require immediate corrective action.

Category 3 Marginal - Operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.

Category 4 Negligible - Operating conditions are such that human error, subsystem or component failure or procedural deficiencies will result in less than minor injury, occupational illness or system damage.

The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety

A.6.4.5 Hazard Probability

The probability of a particular event or a specific hazard occurring may be defined as a non-dimensional ratio of the number of times that a specific event occurs to the total number of trials in which this event will occur during the planned life expectancy of a system. Generally, hazard probability is described qualitatively in potential occurrences per units of time, miles, trips/runs or passengers carried. A hazard probability may be derived from the analysis of transit system operating experience, evaluation of Kitsap Transit’s safety data, the analysis of reliability and failure data, or from historical safety data from other bus systems.

A.6.4.6 Hazard Resolution and Elimination

Hazard resolution is defined as the analysis and subsequent actions taken to reduce to the lowest level practical, the risk associated with an identified hazard. Hazard resolution is not synonymous with hazard elimination. In a transit environment, there are some hazards, which are impossible to eliminate and others, which are highly impractical to eliminate. Reduction of risk to the lowest practical level can be accomplished in a variety of ways from protective and warning devices to special procedures.

1. Design out or design to minimize hazard severity. To the extent permitted by cost and practicality, identified hazards will be eliminated or controlled by the design of equipment, systems and facilities.

2. Hazards that cannot reasonably be eliminated or controlled through design will be controlled to the extent practicable to an acceptable level through the use of fixed, automatic, or other protective safety design features or devices. Provisions will be made for periodic functional checks of safety devices and training for employees to ensure that system safety objectives are met.
3. When design and safety devices cannot reasonably nor effective, eliminate or control an identified hazard, safety warning devices will be used (to the extent practicable) to alert persons to the hazards.

4. Where it is impossible to reasonably eliminate or adequately control a hazard through design of the use of safety warning devices, procedures and training will be used to control the hazard.

**A.6.4.7 Hazard Tracking**

Each Corrective Action Plan (CAP) developed for hazards, findings from investigations or deficiencies will be submitted to the Chief Safety Officer, or designee, as required for review and approval. The CAP will be placed on the Safety Risk Register with its identified hazard. Upon completion of the corrective action the safety department will submit update the log of the correction measures taken and assign a new hazard risk rating. The Safety Risk Register will then be updated to show the status of the identified hazard with its CAP to "CLOSED".

Internally, the human resource department will coordinate with the appropriate department to develop a Corrective Action Plan (CAP) for an identified hazard.

**A.6.4.8 Job Safety Briefing**

Hazards that are identified in the work area will be recorded on the hazard log which is maintained by the Chief Safety Officer, or their designee. All employees are encouraged to identify and control or resolve hazards at the lowest management level possible. Employees that perform job tasks are required to discuss job tasks and identified hazards that are associated with those tasks or job steps during job briefings. Identified hazards that cannot be controlled with PPE or procedures must be resolved or mitigated through the hazard management process.
# A.6.4.9 Safety & Security Audit Form

## Safety & Security Audit

Date:___________

Site/Location: ___________________________ Type of facility: ___________________________

Audit Conducted by: ___________________________

### Exterior & Grounds

<table>
<thead>
<tr>
<th>Grade</th>
<th>General Housekeeping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site/Satisfactory</td>
<td>Item Notes</td>
</tr>
</tbody>
</table>

#### A. General Housekeeping

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1.</td>
<td>Site/satisfactory</td>
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<tr>
<td>2.</td>
<td>Site/satisfactory</td>
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<tr>
<td>3.</td>
<td>Other</td>
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</table>

#### B. Building Condition

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
<td>Site/satisfactory</td>
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<tr>
<td>3.</td>
<td>Other</td>
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</table>

#### C. Personal Protective Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
<td>Site/satisfactory</td>
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<td>4.</td>
<td>Site/satisfactory</td>
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<td>5.</td>
<td>Site/satisfactory</td>
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<tr>
<td>6.</td>
<td>Site/satisfactory</td>
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#### D. Sanitation & Hygiene

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
<td>Site/satisfactory</td>
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<td>4.</td>
<td>Site/satisfactory</td>
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<tr>
<td>5.</td>
<td>Site/satisfactory</td>
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<tr>
<td>6.</td>
<td>Site/satisfactory</td>
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<tr>
<td>7.</td>
<td>Other</td>
</tr>
</tbody>
</table>

#### E. Flammable & Combustible

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Site/satisfactory</td>
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<tr>
<td>2.</td>
<td>Site/satisfactory</td>
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<tr>
<td>3.</td>
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<td>4.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hand &amp; Power Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site/satisfactory</td>
<td>Item Notes</td>
</tr>
</tbody>
</table>

#### F. Hand & Power Tools

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Site/satisfactory</td>
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<td>2.</td>
<td>Site/satisfactory</td>
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<td>3.</td>
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</tr>
</tbody>
</table>

#### G. Electrical

<table>
<thead>
<tr>
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<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
<td>Site/satisfactory</td>
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<tr>
<td>3.</td>
<td>Site/satisfactory</td>
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<tr>
<td>4.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>5.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>6.</td>
<td>Other</td>
</tr>
</tbody>
</table>

#### H. Walkways

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Site/satisfactory</td>
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<tr>
<td>2.</td>
<td>Site/satisfactory</td>
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<tr>
<td>3.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>4.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>5.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>6.</td>
<td>Other</td>
</tr>
</tbody>
</table>

#### I. Working Surfaces

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>2.</td>
<td>Site/satisfactory</td>
</tr>
</tbody>
</table>

#### J. Stairs & Stairways

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>2.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>3.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>4.</td>
<td>Site/satisfactory</td>
</tr>
</tbody>
</table>

#### K. Elevated Surfaces

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>2.</td>
<td>Other</td>
</tr>
</tbody>
</table>

#### L. Hazard

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Site/satisfactory</td>
</tr>
<tr>
<td>2.</td>
<td>Site/satisfactory</td>
</tr>
</tbody>
</table>

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Page 1 of 4
### Communication
1. Containers properly labeled with product identity and warnings
2. Other

### Egress
1. Passageways well lit
2. Passageways free from debris
3. Exit signs lit and visible
4. Batteries working?
5. Other

### Machine Guarding
1. Major moving parts on fixed machinery guarded
2. Safeguards ensure no objects will fall into moving parts
3. Other

### Security
1. Fencing is in good condition, no holes, damage, or missing items, footholds
2. Gates operate properly, good condition, no missing items, hazard signs posted
3. Cameras appear to be working, no obstructions.
4. Signage – condition & visibility
5. Landscaping – Hideout areas
6. Approaches via utility vaults/storm drains
7. Lighting
8. Motion Detectors (if applicable)
9. Reception Protection
10. Duress Signaling
11. ADA – in line with interior design
12. Elevators
13. Temporary Construction Areas – secured, marked
14. Locks - operational
15. Utilities – Power Shutoff secured
16. Other

---

### Building Interior

#### A. General Housekeeping

#### B. Building Condition
1. Visible cracks
2. Missing or damaged items
3. Other

#### C. Personal Protective Equipment
1. Is PPE present & being used? Head, Eye & Face, Ear, Hand/Arm, Foot. Other
2. Is PPE in good condition?
3. Eyewash Stations are clean and working
4. Emergency Showers are clean and working properly
5. Other

#### D. Sanitation & Hygiene
1. No eating in areas exposed to toxic or infectious materials
2. Eating areas clean
3. Restrooms clean & stocked
4. Evidence of Pests
5. Garbage & Waste Bins in good condition and not overflowing
6. Free from scraps & debris
7. Other

#### E. Flammable & Combustible
1. Flammables stored in covered metal containers
2. Fire Extinguishers inspected, charged & rated
3. Fire Extinguishers free from obstructions
4. Other

#### F. Hand & Power Tools
1. Tools in good condition
2. Tools stored in dry, secure locations
3. Other

#### G. Electrical

---

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Page 2 of 4
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1. Equipment properly grounded</td>
<td>2. Evacuation plans/routes posted</td>
</tr>
<tr>
<td>2. Extension cords grounded</td>
<td>3. Major moving parts on fixed machinery guarded</td>
</tr>
<tr>
<td>3. Insulation in good condition, not frayed or deteriorated</td>
<td>4. Other</td>
</tr>
<tr>
<td>4. No splices</td>
<td>N. Machine Guarding</td>
</tr>
<tr>
<td>5. No shorting or shock hazards</td>
<td>1. Major moving parts on fixed machinery guarded</td>
</tr>
<tr>
<td>6. Other</td>
<td>2. Safeguards ensure no objects will fall into moving parts</td>
</tr>
</tbody>
</table>

### H. Walkways

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Pedestrian areas are free of trip hazards, well lit, no cracks</td>
<td>3. Other</td>
</tr>
<tr>
<td>2. Parking Lots - No major potholes, well lit, no trip hazards, striping is visible</td>
<td>O. Security</td>
</tr>
<tr>
<td>3. Walkways dry and slip resistant</td>
<td>1. Fencing is in good condition, no holes, damage, or missing items, footholds</td>
</tr>
<tr>
<td>4. Passageways clear</td>
<td>2. Gates operate properly, good condition, no missing items, hazard signs posted</td>
</tr>
<tr>
<td>5. Marked appropriately</td>
<td>3. Cameras appear to be working, no obstructions</td>
</tr>
<tr>
<td>6. Other</td>
<td>4. Signage – condition &amp; viability</td>
</tr>
</tbody>
</table>

### I. Working Surfaces

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Work Surfaces clean &amp; sanitary</td>
<td>5. Landscaping – Hideout areas</td>
</tr>
<tr>
<td>2. Other</td>
<td>6. Approaches via utility vaults/storm drains</td>
</tr>
</tbody>
</table>

### J. Stairs & Stairways

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Handrails on stairways with four or more risers</td>
<td>7. Lighting</td>
</tr>
<tr>
<td>2. Handrails in good condition</td>
<td>8. Motion Detectors</td>
</tr>
<tr>
<td>3. Stair surfaces in good condition and slip resistant</td>
<td>9. Reception Protection</td>
</tr>
<tr>
<td>4. Other</td>
<td>10. Duress Signaling</td>
</tr>
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</table>

### K. Elevated Surfaces

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<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Adequate headroom where necessary</td>
<td>11. ADA – in 3rd/interior design</td>
</tr>
<tr>
<td>2. Other</td>
<td>12. Elevators</td>
</tr>
</tbody>
</table>

### L. Hazard Communication

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>2. Other</td>
<td>14. Locks - operational</td>
</tr>
</tbody>
</table>

### M. Egress

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1. Passageways well lit</td>
<td>15. Utilities – Power Shutoff secured</td>
</tr>
<tr>
<td>2. Passageways free from debris</td>
<td>16. Other</td>
</tr>
<tr>
<td>3. Exit signs lit and visible</td>
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</tbody>
</table>

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A.6.5 On-The-Job Injury (OJI) Investigation

Kitsap Transit is a member of the Association of Washington Cities (AWC) retro L&I program. As such, AWC serves as our Third Party Administrator for Labor and Industries (L&I) claims. The procedure for reporting claims is covered below. Also included is information about Kitsap Transit’s light-duty program and the records that are maintained. Most of these procedures are also included in the Employee Handbook.

A.6.5.1 Claims Coordinator Responsibilities

1. The Human Resources staff is designated as the Claims Coordinator. In conjunction with Kitsap Transit’s third-party administrator, the Claims Coordinator is responsible for monitoring, tracking, and following-up on employee accident reports and worker’s compensation claims. The Claims Coordinator will contact, as necessary, the employee's attending physician and the L&I claim adjudicator to monitor the claim.

2. Per WAC 296-800-320, any employee fatality, possible fatal injury, or injury that results in in-patient hospitalization must be reported to the Washington State Labor & Industries within 8 hours by phone at 1-800 4BE-SAFE (1-800-423-7233) or contact OSHA at 1-800-321-6742. The Human Resources Director or designee is responsible for the notification.

A.6.5.2 Supervisory Responsibilities

1. When an employee has sustained an injury, the first responsibility of the supervisor is to see that adequate first aid or medical attention is provided.

2. Supervisors shall follow-up with the injured employee to ensure that the Employee’s Report of On-the-Job Injury form is completed and submitted to Human Resources.

3. Supervisors shall investigate the circumstances of On-the-Job injuries to identify all contributing factors and complete the Supervisor's Report of Employee On-the-Job Injury form if the accident results in an L&I claim.

A.6.5.3 Employee Responsibilities

1. The employee will immediately report any on-the-job injury to his/her supervisor or dispatcher on duty.

2. Employees shall complete an Employee’s Report of On-the-Job Injury form for each on-the-job accident, whether the employee takes any time off work or sees a doctor. The form must be completed as soon as possible unless an injury prevents the employee from doing so.

Employees shall cooperate with supervisors in the investigation of all industrial accidents.
Kitsap Transit’s Light-Duty program is managed in partnership with AWC and has been successful in placing injured workers in assignments that help towards conditioning as they transition back to their job at the time of injury.

**A.6.6 Facilities and Equipment Inspections**

Kitsap Transit has four (4) main facilities (Harborside, North Base, South Base, and Charleston Base) and various transfer centers throughout the County. Kitsap Transit also installs and maintains passenger bus stop shelters throughout the County. The Facilities Maintenance Staff routinely conducts Preventative Maintenance (PM) inspections. The PM logs are maintained by the facilities department.

Fire extinguishers, Automated External Defibrillators (AEDs), and First Aid kits are inspected monthly following a scheduled maintenance plan. Public bus shelter inspections are conducted monthly with a washing schedule. Any safety issue observed by a driver is reported to dispatch who then alerts the Facilities Maintenance Department.

All employees are encouraged and periodically reminded to observe and report potential safety hazards in their work area. Any observed potential safety risk is to be reported to a supervisor. Items requiring changes or corrections to the physical facility or structure can also be reported electronically via an organizational tracking software program (located on all desktops). The software exists to support a company-wide single point of contact for requesting Facilities Maintenance support.

**A.6.7 Vehicle Maintenance Audits/Inspections**

Kitsap Transit has a fully functional Vehicle Maintenance Department. The vehicle maintenance program includes planned preventative maintenance and defect-recognition and repair.

Defect recognition begins with pre-trip inspections conducted by drivers. Every driver is trained to perform a vehicle safety pre-trip before commencing to drive.

In 2012, the vehicle maintenance department went to a paperless maintenance record system, using the Transit Fleet software. All defects are recorded via a log-in system. Safety and mechanical defects identified can be reported by an individual via the log-in system or reported through the radio system to Dispatch due to out-station logistics, and an equipment switch is made if necessary. If a defect is reported to the dispatcher via the radio, the dispatcher will input it into the system. These safety or mechanical defects are then inputted into the Transit Fleet system. Vehicle maintenance supervisors check the system in no less than fifteen (15) minute increments and then assign the repair work to a mechanic.

All vehicle repair records are maintained within the Vehicle Maintenance Department for the life of the vehicle, plus six (6) years.
Elective or cosmetic defects that do not affect the safe operation of a vehicle are reported the same way. In each case, the defect or suggestion is reviewed and addressed.

The Vehicle Maintenance Department maintains and executes a Preventative Maintenance Schedule for all vehicles, including buses, administrative vehicles, vanpool, SCOOT, and facilities maintenance vehicles.

**A.6.8 Safety Data Acquisition/Analysis**

Safety-related data is captured and reported regularly. Vehicle collision data is captured in the Event Reports and then entered into the WSTIP collision database. Summary information is reviewed monthly by the Safety Committee. Appropriate summary data are reported monthly to the National Transportation Database (NTD).

On-the-job injury data is captured via Kitsap Transit’s On-the-Job Injury Report form. Appropriate data is reported annually to OSHA.

Summary safety data is reviewed monthly by the Safety Committee. The Safety Committee reviews individual collisions, slip/trip/falls, and on-the-job injury reports, and makes recommendations for corrective actions or responses. The Safety Committee also looks for trends in the summary data to determine what actions might be useful in reversing negative trends and supporting positive trends.

**A.6.9 Drug and Alcohol Abuse Programs**

Kitsap Transit has a Drug and Alcohol program in compliance with the FTA 49 CFR part 40 and Part 655 requirements. All required testing is conducted. Kitsap Transit’s program policy is in the Appendix.

**A.6.10 Contractor Safety Coordination**

Kitsap Transit requires that all contractors who perform safety-sensitive work as defined by the FTA on any Kitsap Transit equipment maintain a Drug and Alcohol program in compliance with 40 CFR part 655. Annual contractor reviews are conducted to ensure compliance.

**A.6.11 Operating Environment and Passenger Facility Management**

To provide for input from employees and the public into the operating environment, Kitsap Transit has working committees within the Routed and ACCESS (paratransit) departments. The Routed committee is called the Run Committee. It is made up of members of the Service Development Department, the Operations Department, and Operators. The ACCESS committee is called the ACCESS Advisory Committee, and it is made up of ACCESS Supervisors,
Operators, and Scheduler/Dispatchers. These committees are chartered to review issues and suggestions related to routes, schedules, operating, the locations of bus stops/shelters, and ingress and egress to outlying and difficult to access areas. The committees meet monthly.

A.6.12 Fall Protection Work Plan

A.6.12.1 Purpose

The purpose of this plan is to provide procedures and to assign responsibility that will ensure that work performed at ten feet or more is done safely. Employees required to use fall protection equipment shall be trained in fall protection systems for each task they performed. A Fall Protection Plan for each hazard will be prepared and kept at the worksite. The worksite Fall Protection plan shall override any potential deficiencies in this ASP.

The following is a list of the legal requirements applying to fall protection:

- Fall Restraint and Fall Arrest WAC-296-155-24501 through 24525 (Part C-1)880.
- Additional standards that require the use of fall protection are WAC 296-155-480, 485, 505, 620, 688, 689, 705, and 730.
- Confined Spaces WAC 296-809

A.6.12.2 Fall Hazard Types (May not be all inclusive):

Main Base (Charleston Base)
- Washing of second-floor windows
- Changing light bulbs in the garage and parking lot
- Maintaining overhead fluid pipes in the garage
- Maintaining ventilation units on the roof*
- Loading of parts and material onto the Mezzanine*
- Working on roofs of coaches*

Harborside:
- Washing of second and third-floor windows
- Changing light bulbs in the garage and building
- Maintaining overhead fluid pipes in the garage
- Maintaining ventilation units on the roof*

Bremerton Transportation Center
- Changing light bulbs
- Cleaning exterior of the building

Park and Ride Lots
- Changing light bulbs
South Base

• Changing light bulbs
• Maintaining AC units the on roof

*These activities do not meet the definition of a fall hazard as they are performed at less than 10 feet in height or employees are more than 10 feet from an edge. If the activity changes so that it meets the definition of a fall hazard, a written fall protection plan will be developed before the activity is performed. An example would be if KT followed through with its intended purchase of double-decker buses.

A.6.12.3 Methods of Fall Arrest or Fall Restraint:

When employees are exposed to a hazard of falling from a location 10 feet or more in height, Kitsap Transit shall ensure that fall restraint or fall arrest systems are provided, installed, and implemented according to the following requirements as specified in WAC 296-155-24540880-10020.

All work is performed using a forklift or a Genieboom with a caged platform attached to it, with the entrance blocked off by a chain or bar. The employee is secured by a full-body harness, which is secured to the cage. A fall protection plan for each hazard is contained within a procedural manual in the department where the activity is performed. A sample of the form used is in the Appendix.

The Genieboom and forklift are regularly maintained according to the manufacturer’s instructions. The platform is also periodically inspected. All tools and materials are kept within the container(s) located on the lift platform. Cones are used, assuring that people do not pass through the area below.

A.6.12.4 Fall Restraint Protection

The type of restraint protection for each hazard is listed in the specific fall protection plan. Generally, a full-body harness (Class III) attached to securely rigged restraint lines will be used. It shall conform to the ANSI (American National Standards Institute) Standard.

A.6.12.5 Method for Prompt, Safe Removal of Injured Workers

In the unlikely event of an employee falling from the lift or other height, the worker must be lowered to a safe surface, and normal First Aid delivered by a certified employee until 911 medical aid staff or First Responders arrive.

A.6.12.6 Training of Employees and Inspection of Equipment

Prior to allowing employees into areas where fall hazards exist, Kitsap Transit shall:

✓ Ensure that employees are trained and instructed in the items described in WAC 296-155-24505880-10015, subsection (2) (a) through (h).
 ✓ Inspect fall protection devices and systems to ensure compliance with WAC-155-24510296-880-40025 (1) through (36)-(e)-(ii). Components of the fall restraint systems shall be inspected prior to each use for mildew, wear, damage, and other deterioration and removed from service if defective. Body harness system components shall be removed from service and inspected prior to reuse by a Competent Person.

 ✓ The department conducting the training, as required by this section, shall document the training of its employees.

 A.6.12.7 Competent Person Defined

 A Competent Person means an individual knowledgeable of fall protection equipment, including the manufacturers’ recommendations and instructions for the proper use, inspection, and maintenance; and who is capable of identifying existing and potential fall hazards; and who has the authority to take prompt corrective action to eliminate those hazards. That person is also knowledgeable of the rules contained in this section regarding the erection, use, inspection, and maintenance of fall protection equipment and systems.

 A.6.12.8 Responsibility/Action

 A.6.12.8.1 Employee:

 1. Where work is to be performed at the height of ten feet or more, ensure that fall protection is used in accordance with the fall plan.

 2. Be appropriately trained in the use of fall protection equipment used at that specific site. Know how to assemble, disassemble, inspect, and maintain all the fall protection equipment.

 3. Report to immediate supervisor

    a. When a fall has occurred,
    b. When the fall has resulted in an injury and
    c. When any of fall protection equipment appears to be damaged

 4. Assist in maintaining completed Fall Protection Plans on the worksite.

 5. Call the appropriate rescue provider and provide First Aid as required.

 A.6.12.8.2 Supervisor:

 1. Be trained on all fall protection equipment assigned to your department.

 2. Be trained as a Competent Person to be able to recognize work site hazards and/or assign a Competent Person to evaluate the site.
3. Ensure employee(s) are provided with fall protection.

4. Ensure that all personnel using any type of fall protection system have been trained.

5. Ensure there is a Fall Protection Plan for each hazard and that it is available to all.

6. Call the appropriate rescue provider and provide First Aid as required.

7. Report any falls to the Kitsap Transit Chief Safety Officer or HR designee.

**A.6.12.8.3 Kitsap Transit Chief Safety Officer or Department Management:**

1. Provide Competent Person training for supervisors/designated personnel. Provide fall restraint/arrest procedures training to all employees involved in work requiring fall protection.

2. Maintain training records.

3. Investigate all falls and damage to fall protection equipment.
## A.6.12.9 Fall Protection Plan Checklist

### KITSAP TRANSIT

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Supervisor</th>
</tr>
</thead>
</table>

### Description of Work

### Recognized Fall Hazards

- Ladders
- Forming
- Catwalk
- Sloped Access
- Working over Water
- Scaffold
- Pouring
- Welding at height
- Set Girders
- Leading Edge
- Bridge Decks
- Excavations
- Drilling Shafts
- Connect Girders
- Work Decks
- Walkways / Ramps
- Stressing
- Tieback Strands
- Perimeter Edge, Stairwell
- Roof, Window opening
- Retaining Walls
- Bridge Signs
- Confined Spaces
- Other ________________

### Personnel Hoisting

- Crane
- Boom Truck
- Forklift
- Other ________________________________________

### Method of Protection

#### Fall Restraint

- Type of Harness ________________
- Type of Lanyard ________________
- Anchorage Points ________________
- Type of Life Line ________________

#### Control Zones/Warning Lines and Monitors

- Guardrail  Yes  No
- Nets  Yes  No
- Other ________________________________________

### Fall Arrest

- Type of Harness ________________
- Type of Lanyard ________________
- Anchorage Points ________________
- Type of Life Line ________________

- Deceleration Device  Yes  No

### Other Type of Equipment Used

### Overhead Protection

- Hard Hats ______________________
- 3 ½ inch Toe Boards ______________________
- Warning Signs ______________________
- Debris Nets ______________________
- Other ______________________

### Tool Handling, Storage, and Securing

- 3 ½ inch (89mm) Toe Boards ______________________
- Debris Net ______________________
- Tool Buckets ______________________
- Tool Belts ______________________
- Other ______________________

### Procedures for Assembly, Maintenance, Inspection, and Disassembly of System

Assembly, disassembly, and maintenance of all equipment will be done according to manufacturer’s recommended Procedures. A visual inspection of all safety equipment will be done daily or before each use. Any defective equipment will be tagged and removed from services immediately.

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A Copy of This Work Plan must be on the Job Site
A.6.12.10 Kitsap Transit Competent Person Evaluation for Fall Protection

This is checklist which has been devised to help and assist the supervisor to determine if the person who has been designated as a COMPETENT PERSON is competent within the description and intent of the fall restraint and fall arrest standard, (WAC 296-155-24501 (7)).

Competent Person means an individual knowledgeable of fall protection equipment, including the manufacturers recommendations and instructions for the proper use, inspection, and maintenance; and who is capable of identifying existing and potential fall hazards; and who is knowledgeable of the rules contained in this section regarding the assembly, use, inspection, and maintenance of fall protection equipment and systems.

EMPLOYEE'S NAME: __________________________

POSITION: __________________________

DATE OF EVALUATION BY SUPERVISOR: __________________________

TIME IN POSITION WITH EMPLOYEE: __________________________

TIME OF EXPERIENCE IN FALL PROTECTION: __________________________

ORGANIZATION NAME AND NUMBER: __________________________

TRAINING:

Does the designated individual have training in?
1. Use of fall protection equipment [ ] YES [ ] NO
2. Inspection requirements of fall protection equipment [ ] YES [ ] NO
3. Maintenance of fall protection equipment [ ] YES [ ] NO
4. Storage of fall protection equipment [ ] YES [ ] NO
5. Identifying fall hazards [ ] YES [ ] NO
6. The requirements of the fall restraint and fall arrest standards [ ] YES [ ] NO
7. Current first aid card [ ] YES [ ] NO

KNOWLEDGE:

Does the individual have knowledge about?
1. Fall hazards [ ] YES [ ] NO
2. Use of protection systems [ ] YES [ ] NO
3. Requirements of the standards [ ] YES [ ] NO
4. Residual risk classifications [ ] YES [ ] NO
5. Fall protection work plan [ ] YES [ ] NO
6. Emergency removal [ ] YES [ ] NO
7. Line capacity [ ] YES [ ] NO
AUTHORITY:

Does the individual have the authority to?

1. Take prompt corrective measures to eliminate existing predictable hazards?
   - YES □  NO □

2. To stop work until hazards are corrected or eliminated or controlled and removed employees from the hazardous area until proper systems are in place?
   - YES □  NO □

COMMENTS:

Do you consider the individual to be competent within the requirements of the FALL RESTRAINT and FALL ARREST standards?

   - YES □  NO □

If no, why?

Comments: Areas to be strengthened:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SUPERVISOR SIGNATURE _______________________ DATE ______________________
A.6.13 Personal Protective Equipment (PPE)

A.6.13.1 Purpose

Kitsap Transit intends to provide every employee with a safe and healthy working environment. Any employee who needs protection during their normal workday should be protected by Personal Protective Equipment (PPE). Where feasible, appropriate engineering and/or administrative controls will be utilized to reduce or eliminate employee exposure to workplace hazards. Where these controls are not possible, employees shall use PPE.

A.6.13.2 Responsibilities

A.6.13.2.1 Supervisors or Leads

Supervisors or Leads have the primary responsibility for the implementation of the PPE program in their work area. These responsibilities include the following:

1. Conduct workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE.
2. Conduct periodic workplace reassessments as requested by employees or when work changes.
3. Maintain records of hazard assessments.
4. Provide appropriate PPE to employees as determined by the hazard assessments.
5. Ensure that employees are trained on the proper use, care, and cleaning of PPE.
6. Maintain records on PPE assignments and training.
7. Ensure employees wear required PPE, and that proper use and care are followed.

A.6.13.2.2 Employees

Employees’ responsibilities include the following:

1. Wear PPE as required.
2. Attend required training sessions.
3. Care for, clean, and maintain PPE as required.
4. Inform the supervisor of the need to repair or replace PPE.
A.6.13.2.3 Chief Safety Officer

The Chief Safety Officer or HR designee responsibilities include:

1. Maintain PPE policy in this plan and assist in developing/updating departmental policies.

2. Arrange for and/or provide initial training to supervisors and employees on PPE policy.

3. Provide technical assistance, as required, to department management on hazard assessments, selection of PPE, and on-going training.

A.6.13.3 Protective Devices

Protective devices shall be worn by all employees who are exposed to any workplace hazard which presents a risk of injury or death. The selection of PPE shall be based on a hazard assessment of the work to be performed.

1. Head Protection: Employees shall wear protective helmets when impact and penetration hazards from falling, flying, or fixed objects or electrical shock hazards are present. Head protection shall comply with all provisions contained in the ANSI Standard for Industrial Workers Protective Headwear (ANSI Z89.1 - 1986)

2. Foot Protection: Employees shall wear adequate foot protection when working in areas where there is a danger of foot injuries due to falling, rolling, puncture, electrical, or slipping hazards. Protective footwear shall comply with the ANSI Standard for Personal Protection, Protective Footwear (ANSI Z41 – 1991). Employees will be provided an allowance each year for the purchase of safety shoes.

3. Eye Protection: Eye and/or face protection shall be used when employees are exposed to hazards from flying particles, dust, molten metal (fumes), liquid/solid chemicals, acids or caustic liquids, chemical gases/vapors, or injurious light radiation. Protective eye and face equipment shall comply with the ANSI Standard of Occupational and Educational Eye and Face Protection (ANSI Z87.1 – 1989). The selection of protective eyewear (filter lenses and plates) for welding, cutting, and brazing shall be based on ANSI Z871 – 1968, “American National Practice of Occupational and Education Eye and Face Protection.”

Eye protection shall be worn in areas identified as containing the potential for eye injury and when performing work tasks with potential eye hazards. Personnel wearing contact lenses shall exercise extreme care when working with liquid chemicals, gases, or vapors. It is highly recommended that non-gas permeable contact lenses not be worn in these types of operations due to the increased risk of eye injury in the event of an exposure to a chemical.

4. Hand Protection: Employees shall use appropriate hand protection when hands are exposed to potential hazards such as those from skin absorption or harmful substance, contact with acids or caustics, severe cuts or lacerations, abrasions, punctures, and electrical/thermal/chemical burns.
Leather or cotton gloves shall be worn when there is a potential for injury from being struck against, caught between, cut, or punctures, and materials handling. Gloves should not be worn when operating equipment such as drill presses or other equipment with exposed rotating parts.

5. Body Protection: Coveralls or long pants shall be worn when there is an immediate danger from exposure to the hazard involved.

**A.6.13.4 Respiratory Protection**

Respiratory protective devices shall be worn when engineering controls do not reduce the contaminant levels below the established OSHA permissible exposure limit (PEL), in emergency response actions, and for voluntary use if exposure is below the PEL. Employees that are required to wear respiratory protective equipment shall be trained and have medical approval to wear a respirator prior to using such protection.

**A.6.13.5 Care & Maintenance**

Personal protective equipment requires proper cleaning, decontamination, inspection, repair, replacement, and storage. The manufacturer’s instructions should always be followed. Damaged or defective PPE should never be used. Specific care instructions are included in department safety manuals.

**A.6.13.56 Training**

All employees required to wear PPE shall be properly trained. The training will include, but not be limited to, the following:

- When PPE is necessary
- What PPE is necessary
- How to properly don, doff, adjust and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life and disposal of PPE

Retraining shall occur when changes in the workplace require updated instruction.

**A.6.13.76 Recordkeeping**

Records of employee training shall be maintained in each work area.

Work area hazard assessments shall be maintained in each work area.

**A.6.13.87 Specific Required PPE**
A.6.13.87.1 Vehicle Maintenance Staff

1. Steel-toed shoes (ANSI rating of 75 or better)
2. Safety goggles
3. Earplugs
4. Gloves
5. Coveralls
6. Welder's helmet
7. Cloth respirator
8. Approved Full-Face Respirators with P100/combo filters

A.6.13.78.2 Facilities Maintenance Staff

1. Safety goggles
2. Earplugs
3. Coveralls
4. Gloves
5. Safety shoes
6. Hard hats
7. Safety vest
8. Approved Half-face respirators with P100/combo filters

A.6.13.87.3 Staff Covered by Bloodborne Pathogens Policy (See policy for a list of current positions.)

Depending on the degree of exposure, the following equipment will be provided:

1. Goggles
2. Face shields
3. Masks
4. Gown
5. Gloves

A.6.13.98 Respiratory Protection Procedures

NOTE: Should any department purchase chemicals requiring respirators during its use, the department will inform the Chief Safety Officer of that fact, and Kitsap Transit will review/revise this policy before the use of respirators. Also, department management will train all affected employees in the use of respirators prior to the use of the chemical.

This Respiratory Protection Procedure complies with the OSHA 29 CFR – 1910.134 and WAC 296-842 Standards for Respiratory Protection.

This procedure is established to avoid occupational diseases caused by breathing air contaminated with harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. In other cases, respirators might be required because oxygen or air is insufficient.
Each area, job, or task containing materials that could expose an individual to occupational diseases caused by breathing shall be conspicuously identified with the name of the agent and the type of respirator required. All personnel whose jobs require them to be exposed to the hazards mentioned above shall follow the steps listed below:

1. Each employee assigned to duties requiring the use of a respirator must be determined by a qualified physician to be physically able to perform the work and wear a respirator. A pulmonary exam will be given, along with a medical evaluation, on an annual basis for those employees required to wear respirators.

2. Respirators will be provided to the employee at no cost.

3. Respirators will be selected based on the hazards to which the worker is exposed:
   - Fresh air respirators – painting
   - Fitted chemical masks – specific repair jobs/use of certain chemicals
   - Dust masks – for sanding and other projects

   Respiratory hazards are also identified on the Material Safety Data Sheets for the products being used for a particular job.

4. A fit test will be given prior to the assignment of job duties to determine a satisfactory fit of the respirator. The respirator that has been fitted to the employee becomes the employee’s responsibility for cleaning, storage, and care.

5. Employees will not be allowed to perform assigned duties requiring the use of a respirator if they are unable to get an airtight, secure, and firm seal.
   a) Employees will not be allowed to have facial hair (beards, mustaches, sideburns, and stubble) that interferes with or prevents a tight seal of the respirator.
   b) Head coverings, which pass between the sealing surface of a respirator and the wearer’s face, will not be used if they prevent a tight seal of the respirator.

6. No person shall be assigned to a hazardous area or job without first being instructed on the hazards concerned and trained in the proper use, care, maintenance, and storage of the designated respirators. Documentation of this training will be kept in the employee’s personnel file. Refresher training will be given annually.

7. Respirators should be cleaned, inspected, and sanitized after each day of use. Respirators used by more than one person must be cleaned, inspected, and sanitized between users.

**A.6.13.8 Steps for Proper Cleaning:**
a) Remove air-purifying elements – Discard elements if there is evidence of dirt, paint, or contaminants having accumulated on either or both. Air purifying elements must never be washed.

b) Immerse the respirator in warm soapy water. The respirator body and parts can be scrubbed gently with a cloth or soft brush. All foreign matter must be removed carefully from all surfaces of the exhalation valve flap and seat.

c) Wipe any areas still showing accumulations of foreign matter with a cloth moistened in detergent or a solvent such as mineral spirits, naphtha, or turpentine, as necessary. More stubborn accumulations of paints, lacquers, or enamels may be removed with a cloth containing a paint, enamel, or lacquer-stripping agent. Once dirt or paint is loosened, it may be gently rubbed or brushed off.

d) (Step b) above should be repeated if strong cleaning agents or solvents have been used for cleaning.

e) Rinse in clean, warm water, shake to remove excess water, and allow to dry away from direct heat or sunlight.

CAUTION

Strong cleaning, sanitizing, and disinfecting agents and many solvents can damage rubber and plastic respirator parts. Do not leave solvents and strong cleaning and sanitizing agents in contact with rubber or plastic surfaces any more than necessary to loosen the accumulation. Also, solvents may be highly flammable and toxic. Suitable precautions to protect the person handling them must be taken.

8. Each respirator shall be inspected routinely before and after use. The user will inspect the respirator before each use to ensure it is in proper working condition.

9. After cleaning and sanitizing, each respirator shall be inspected to ensure that it is in proper working condition, if it needs replacement of parts or repairs, or if it should be discarded.

10. Respirators are to be stored in a manner that will protect them against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. They are to be stored in a way to prevent distortion of rubber or other elastomeric parts, such as in a zip-lock bag or a closed container. Respirators are not to be stored in lockers or toolboxes unless they are protected from contamination, distortion, and damage. Supervisory personnel shall periodically monitor the use of respirators to ensure that they are worn properly.

11. Supervisory personnel will also periodically monitor each job or work area in which hazardous conditions exist to ensure respirators used are adequate or to prompt a change to a different respirator when conditions dictate such action.

A.6.14 Confined Space Plan

Marine Services have certified Shipyard Competent Person credentialling. Staff has been trained to enter confined spaces with the proper Personal Protective Equipment. (Refer to Marine Services SMS for specific procedures related to confined space work tasks.)
NOTE: At this time, Kitsap Transit *Bus Operations* employees are not required to maintain any confined spaces, as defined by WAC 296-809. Kitsap Transit’s confined spaces are the interior of the fuel tanks, which are maintained solely by a contractor. The following are procedures to be followed by the contractor and Kitsap Transit, as the host employer.

As Kitsap Transit has decided that its employees will not enter permit spaces, it must:

- Take effective measures to prevent its employees from entering the permit spaces; and
  - Comply with the following procedures:
    1. Evaluate its workplace to determine if confined spaces are present. Kitsap Transit has determined that its fuel tanks (interior of) meet the criteria for permit-required confined spaces.
    2. Kitsap Transit must inform exposed employees by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.
    3. When Kitsap Transit arranges to have a contractor perform work that involves permit space entry, it must:
      a. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of the law, and
      b. Inform the contractor of the hazards identified and Kitsap Transit’s experience (if any) with each permit space to be entered, and
      c. Inform the contractor of any precautions or procedures that Kitsap Transit requires for the protection of employees near permit spaces where contractor personnel will be working, and
      d. Coordinate entry operations with the contractor, if both Kitsap Transit employees and contractor personnel will be working in or near permit spaces, as required by WAC 296-809-200, and
      e. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

In addition to complying with the permit space requirements, the contractor is required to:

1. Obtain any available information regarding permit space hazards and entry operations from Kitsap Transit;
2. Coordinate entry operations with Kitsap Transit, when both Kitsap Transit and contractor personnel will be working in or near permit spaces as required by WAC 296-809-200; and

3. Inform Kitsap Transit either through debriefing or during the entry operation of the permit space program that the contract will follow and of any hazards confronted or created in permit spaces.

**A.6.15 Lockout and Tagout Procedures**

This lockout/Tagout procedure has been established to comply with OSHA 29 CFR 1910.147 and WAC 296-45-17505803, Lockout/Tagout (hazardous control) program.

**A.6.15.1 Scope**

This lockout/Tagout procedure covers the servicing and maintenance of machines and equipment in which the unexpected energization, start-up of machines or equipment, or release of stored energy could cause injury to Kitsap Transit employees.

This does not apply to work on the cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start-up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

**A.6.15.2 Purpose**

This procedure establishes the minimum requirements for the lockout or Tagout of energy isolating devices per WAC 296-24-110 and 119803. It shall be used to ensure that machines or equipment are stopped, isolated from all potentially hazardous energy sources, and locked out or tagged out before employees perform any servicing and/or maintenance of machines and equipment.

**A.6.15.3 Compliance**

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/Tagout. The authorized employees are required to perform lockout/Tagout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked or tagged out to perform servicing or maintenance, shall not attempt to start, energize, or use that machine or equipment.

**A.6.15.4 Definitions**

1. Affected Employee: A person whose job requires him/her to operate or use a system that is under lockout or tagout or whose job requires work in an area where a system that is under lockout or tagout is being serviced or maintained. An employee who is required to operate,
use, or be in the area where a machine or equipment could be locked or tagged out for service or maintenance.

2. Authorized Employee: A qualified person who is designated, in writing by the Facilities Manager or designee, to implement and remove energy control procedures.

3. Energy Isolation Device: A mechanical device that physically prevents the transmission or release of energy. It includes, but is not limited to, manually operated circuit breakers, disconnect switches, slide gates, slip blinds, line valves, blocks, or similar devices capable of blocking or isolating energy with a position indicator. The term does not include pushbuttons, selector switches, and other control circuit type devices. (a) Manually operated electrical circuit breakers. (b) Disconnect switches. (c) Manually operated switches that disconnect the conductors of a circuit from all ungrounded supply conductors if no pole of the switch can be operated independently. (d) Line valves. (e) Blocks. (f) Similar devices used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

4. Energy Source: This includes electrical, mechanical, hydraulic, pneumatic, chemical, thermal, nuclear, stored, or other energy.

5. Lockout: A form of hazardous energy control utilizing the placement of a lockout device, in accordance with established procedures, on an energy-isolating device to ensure that the energy-isolating device and the system being controlled cannot be operated until the lockout device is removed.

6. Lockout Device: A device that utilizes a positive means, such as a lock, either key or combination lock, to hold an energy-isolating device in the safe position and prevent the energizing of a machine or equipment.

7. Servicing and/or Maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, maintaining, and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment, and making adjustments or tool changes where the employee may be exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.

8. Tagout: A form of hazardous energy control method utilizing the placement of a tagging device in accordance with established procedures, on an energy-isolating device to indicate that the energy-isolating device and the system being controlled may not be operated until the tagout device is removed.

9. Tagout Device: A prominent warning device, such as a tag with the means of attachment, which can be securely attached to an energy-isolating device in accordance with established procedures to indicate that the energy-isolating device and system being controlled may not be operated until the Tagout device is removed.
A.6.15.5 Equipment Identification

The equipment and the procedures for implementing lockout/Tagout work are contained in the Facilities Maintenance scheduling system.

A.6.15.6 Authorized Employees

The employees in the following positions in Facilities Maintenance are authorized to carry out the lockout/Tagout procedure:

- Facilities Custodian Personnel
- Facilities Maintenance Technician
- Facilities Maintenance Worker I and II
- Facilities Maintenance Supervisor
- Maintenance Manager

A.6.15.7 Affected Employees

The employees in the following positions in Vehicle Maintenance use machinery that may be tagged or locked out or work in the area where lockout/Tagout procedures are used.

- Vehicle Maintenance Worker II
- Preventative Maintenance Technicians
- Mechanic
- Lead Mechanic
- Vehicle Maintenance Supervisor
- Maintenance Manager
- Maintenance Director

A.6.15.7 Sequence for Lockout or Tagout

The lockout procedure must be conducted in the following manner. No deviations will be tolerated.

1. The authorized employee shall verbally notify the affected employees that the lockout/Tagout system is going to be utilized.

2. If a particular piece of equipment is operating, it must be shut down using the normal stopping procedure (depress stop button, open switch, close valve, etc.).

3. The authorized person shall lockout and Tagout the energy-isolating device of the equipment or machines with an approved locking device or tag.

4. The authorized employee must operate the switch, valve, or another energy-isolating device to make sure the equipment is isolated from its energy source. Stored energy,
such as the energy found in springs, rotating flywheels, hydraulic systems, or compressed air or gas lines, must be dissipated or restrained by repositioning, blocking, or bleeding down.

5. For equipment that cannot be locked out, a tag will be used in those cases. That Tagout device must be attached on or as close as possible to the energy-isolating device. The tag must clearly indicate that the operation or start-up of the energy-isolating device from the safe or off position is prohibited. (See “Locks and Tags” Section.)

A.6.15.8 Equipment Testing Under Lockout/Tagout

At times, some of the equipment must be tested while the staff is doing maintenance or repair. The following procedure must be followed under those conditions:

1. Clear the machine or equipment of all tools and materials that are non-essential items.

2. Make sure that all of the employees are clear of the machine or equipment and verbally notify them that the machine will be energized.

3. The authorized employee shall remove the lock.

4. Energize and proceed with the testing or positioning.

5. De-energize all systems and complete the shutdown procedure before continuing any maintenance or service.

A.6.15.9 Removal of Lockout or Tagout Devices

When the authorized employee has completed his/her work, the lockout device or tag can be removed. The following procedure will be followed during that process:

1. The authorized person shall inspect the work area to make sure that all tools have been removed from the machine. Notify all affected persons that the equipment is to be restarted.

2. The authorized employee is the only person who shall remove the lockout or Tagout device unless he/she authorizes another person to do the removal.

A.6.15.10 Locks and Tags

1. Kitsap Transit will provide all lockout and Tagout equipment.

2. Locks have been selected for their durability to withstand the environment to which they are exposed.

3. Lockout devices are substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.
4. The lockout and tagout devices will indicate the identity of the employee applying the device. All authorized employees will be assigned their own individual locks. Tags will be located in the lockout/tagout station in the Vehicle Maintenance Department.

5. It is the responsibility of every authorized employee who uses or has been assigned a lock to ensure that the locks are not misused. If the locks become damaged in any way, immediately obtain or order a replacement lock.

6. Tagout devices are essentially warning devices. They do not provide the physical restraint that a lock provides. If possible, try to modify the equipment to accept a lock. If unable to modify, the tags must be attached by using a nylon strap with a 50-pound breaking strength or equivalent. They will be of uniform size and shape. When applied, they must contain a date of application, the name of the authorized worker, the equipment that is being de-energized, and the reason for tagging out, length of time anticipated to be tagged out, and the name of the supervisor in charge.

**A.6.15.11 Contractors**

When Kitsap Transit hires outside contractors to come into the facility to work on machines and equipment, their activities may create hazards that generally are not present to regular employees. A copy of the lockout/Tagout procedure will be given to that contractor. The outside contractor will ensure that his/her employees understand and comply with Kitsap Transit’s established lockout/Tagout procedures.

**A6.15.12 Periodic Inspections**

Annual inspections will be conducted to see that the provisions of Kitsap Transit’s lockout/Tagout program are being followed. The Facilities Manager will conduct these inspections.

**A.6.15.13 Employee Training**

Maintenance employees will be trained on the lockout/Tagout procedure. Refresher training shall be given when there is a change in equipment, procedures, job assignment, or if the procedures haven’t been followed. The training will include a review of the state and federal lockout/Tagout standards, recognition of hazardous energy sources in the workplace, the purpose, application, usage, and removal of these energy controls.
6.15.14 Lockout-Tagout Checklist

LOCKOUT-TAGOUT CHECKLIST

NOTIFICATION
I have notified all affected employees that a lockout is required and of the reason for the lockout.
Date _____ Time _____ Signature ________________________

SHUTDOWN
I understand the reason the equipment is to be shutdown following normal procedures.
Date _____ Time _____ Signature ________________________

DISCONNECTION OF POWER SOURCES
I have operated the switch, valve, or other energy isolating device(s) so that each energy source (electrical, mechanical, hydraulic, etc.), has been disconnected or isolated from the equipment. I have dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. all stored energy (such as capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure).
Date _____ Time _____ Signature ________________________

LOCKOUT
I have locked out the energy isolating devices with assigned and check marked individual locks.
Date _____ Time _____ Signature ________________________

SAFETY CHECK
After ensuring that no personnel are exposed, and as a check on having disconnected all energy sources, I have operated the start button or other normal operating controls to make certain that the equipment will not operate.
Date _____ Time _____ Signature ________________________

THE EQUIPMENT IS NOW LOCKED OUT

RESTORING EQUIPMENT TO SERVICE

JOB COMPLETION/CERTIFICATION
The job has been completed and the equipment has been tested by me and found to be in proper working order.
Date _____ Time _____ Signature ________________________

EQUIPMENT/PERSO/PERSONNEL CHECK
All equipment and personnel have been cleared from the area and there is no danger to either one.
Date _____ Time _____ Signature ________________________

STARTUP
All locks have been removed and the energy isolating devices may now be operated to restore energy to the equipment.
Date _____ Time _____ Signature ________________________
A.6.16 Hearing Loss Prevention

Kitsap Transit currently has two Preventative Maintenance buildings, one located at the Charleston base as part of the main base expansion project, and the other located at the North Base facility in Poulsbo. These buildings are separate from the main vehicle maintenance facility. Tire changing, the most significant risk associated with hearing loss due to the use of an air impact wrench, is conducted in the PM buildings. Due to this, hearing loss exposure levels are minimal due to their low frequency of use.

On an approximately monthly basis, break work that requires the removal of tires is conducted in the main vehicle maintenance facility. Hearing protection devices are mandatory when tire changing is done, regardless of the area. When an impact wrench is used in the maintenance shop area, employees shall call out “hearing protection required.” The use of stationary grinding machines is conducted in the maintenance area in a walled-off section from the general open area.

Annual decibel readings will be conducted to ensure that hearing loss protection measures are adequate. Additionally, in April of 2019, SNDWAY SW-525 Digital Sound Level Meters were purchased and have been installed in the maintenance shop areas. The implementation of these devices will allow any staff member to continually monitor the decibel levels within the maintenance shop at any time. Further, when the decibel level exceeds 130db, an alarm is triggered, and the data for that event is locked in the recorder.

All job duties, whether in the maintenance shop or not, have been reviewed to ensure hearing loss protection is in place when needed, by the use of PPE. Kitsap Transit provides all employees with hearing protection to use as needed. Refresher training on hearing protection use and care is conducted annually for those employees that may be exposed and at VM safety meetings as needed in the interim.

A.6.17 Blood Borne Pathogens

In accordance with OSHA 29 CFR 1910.1030 and WAC 296-823, Kitsap Transit has implemented an Exposure Control Plan specifically dealing with Bloodborne Pathogens and other potentially infectious materials. (See A.5.14)

A.6.18 Outdoor Heat Exposure

WAC 296-62-095
(May – September)

<table>
<thead>
<tr>
<th>Version Number and Updates</th>
<th>Record the complete history of successive versions of this plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version Number</strong></td>
<td><strong>Section/Pages Affected</strong></td>
</tr>
<tr>
<td>1</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Purpose: To help prevent heat-related illnesses and injuries and to comply with Washington Administrative Code 296-62-095. This standard applies to any outdoor workplace whenever environmental or personal risk factors for heat illness are present.

Affected Employees:

Any Kitsap Transit employees working more than 15 minutes outdoors in any 60-minute period in temperatures:

- As low as 52°F when wearing clothing that is non-breathable or provides a vapor barrier like rain gear, chemical resistant suits, or Level A suits.
- Starting at 77°F when wearing double-layer woven clothing like sweatshirts, coveralls, and jackets on top of other clothes.
- At 89°F when wearing any other type of clothing like typical shirts and pants.

<table>
<thead>
<tr>
<th>Table 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outdoor Temperature Action Levels</strong></td>
</tr>
<tr>
<td>All other clothing</td>
</tr>
<tr>
<td>Double-layer woven clothes including coveralls, jackets, and sweatshirts</td>
</tr>
<tr>
<td>Nonbreathing clothes, including vapor barrier clothing or PPE such as chemical resistant suits</td>
</tr>
</tbody>
</table>

Some individuals are more susceptible to heat stress than others. For example, individuals who aren’t acclimatized or who come to work dehydrated.

Workers doing the following jobs or tasks at our worksites are considered to meet the descriptions above:

Job: Facilities Maintenance employees performing outdoor tasks
Job: Vehicle Maintenance employees performing outdoor tasks
Job: Marine Services employees performing outdoor tasks
Job: Other employees performing outdoor tasks that meet the above action levels

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acclimatization</td>
<td>The body’s temporary adaptation to work in heat that occurs as a person is exposed to it over time.</td>
</tr>
<tr>
<td>Engineering controls</td>
<td>The use of devices to reduce exposure and aid cooling (i.e., air conditioning).</td>
</tr>
<tr>
<td>Heat-related illness</td>
<td>A medical condition resulting from the body’s inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat rash, heat exhaustion, fainting, and</td>
</tr>
</tbody>
</table>
heatstroke.

| **Outdoor environment** | An environment where work activities are conducted outside. Work environments such as inside vehicles cabs, sheds, and tents, or other structures may be considered an outdoor environment if the environmental factors affecting temperature are not managed by engineering controls. Construction activity is deemed to be work in an indoor environment when performed inside a structure after the outside walls and roof are erected. |
| **Heat index** | Is a single value that takes both temperature and humidity into account. The higher the heat index, the hotter the weather feels since sweat does not readily evaporate and cool the skin. The heat index is a better measure than air temperature alone for estimating the risk to workers from environmental heat sources. A mobile heat safety app is available for both iPhone and Android; click HERE to learn more. |

<table>
<thead>
<tr>
<th><strong>Heat Index</strong></th>
<th><strong>Risk Level</strong></th>
<th><strong>Protective Measures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 91°F</td>
<td>Lower (Caution)</td>
<td>Basic heat safety and planning</td>
</tr>
<tr>
<td>91°F to 103°F</td>
<td>Moderate</td>
<td>Implement precautions and heighten awareness</td>
</tr>
<tr>
<td>103°F to 115°F</td>
<td>High</td>
<td>Additional precautions to protect workers</td>
</tr>
<tr>
<td>Greater than 115°F</td>
<td>Very High to Extreme</td>
<td>Triggers even more aggressive protective measures</td>
</tr>
</tbody>
</table>

Source: [https://www.osha.gov/SLTC/heatillness/heat index/pdfs/all in one.pdf](https://www.osha.gov/SLTC/heatillness/heat index/pdfs/all in one.pdf)

**Roles and Responsibilities**

General collective responsibilities for all participants within this procedure

<table>
<thead>
<tr>
<th><strong>Individual or Team Roles</strong></th>
<th><strong>Responsibilities</strong></th>
</tr>
</thead>
</table>
| **Human Resources** | * Maintain this written plan  
* Ensure training is available to employees  
* Administer training via the learning management system |
| **Managers and/or Supervisors overseeing employees with outdoor heat exposure** | * Encourage employees to consume water or other acceptable beverages to ensure hydration frequently.  
* Remind employees that they are responsible for monitoring their own personal factors for heat-related illness, including water consumption or other acceptable beverages, for ensuring hydration.  
* Complete planning before work begins, which includes:  
* Acclimatization considerations and schedule for employees.  
* Checking the heat index and communicating appropriate steps to employees based on the risk. The heat index is a simple tool and a valuable guide for making decisions about protecting workers in hot weather. It does not account for certain conditions that contribute additional risk, such as physical exertion. Consider taking the steps at the next highest risk level to protect workers from the added risks posed by: working in direct sun (can add up to 15 F to the heat index value) and |
wearing heavy clothing or protective gear.

- Ensuring a sufficient quantity of drinking water is readily accessible to employees at all times.
- Ensuring that all employees have the opportunity to drink at least one quart of water per hour.
- Ensuring shaded areas are available and accessible for each job site and employees take shaded rest breaks.
- Ensure employees showing signs or demonstrating symptoms of heat-related illness are relieved from duty and provided with sufficient means to reduce body temperature and monitored to determine whether medical attention is necessary.
- Participate in annual training.
- Ensure all affected direct report employees complete the E-Course Training. The training is a regulatory ANNUAL requirement.

<table>
<thead>
<tr>
<th>Employees identified as having outdoor heat exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Monitor their own personal factors for heat-related illness, including water consumption or other acceptable beverages to ensure hydration.</td>
</tr>
<tr>
<td>- Participate in annual training.</td>
</tr>
<tr>
<td>- Immediately notify your manager, supervisor, or job lead if you or any of your coworkers demonstrate symptoms of heat-related illness.</td>
</tr>
<tr>
<td>- Ensure you understand the jobsite plan and how it applies to you.</td>
</tr>
<tr>
<td>- Immediately report any planning deficiencies to your manager/supervisor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departments/Workgroups with employees with outdoor heat exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Support preventative efforts for heat-related illnesses and injuries.</td>
</tr>
<tr>
<td>- Ensure appropriate departmental procedures and resources are available to employees and managers/supervisors.</td>
</tr>
</tbody>
</table>

**Prevention measures to follow:**

Workers and supervisors share responsibility for safety at the job site. This includes watching out for yourself and others because heat illness can become a life-threatening condition quickly if unnoticed or ignored. Speak up if you notice anything that could be unsafe or result in someone getting hurt or sick.

Start the day safe, do the work safe and go home safe.

1. **Setting up the worksite for shade**

Before work begins, employees will assess shade options for each job site. Use available shade such as trees, walls, and/or set up shade structures like a portable canopy when no other options are available. Fans can help as long as the air temperature doesn’t go above 95°F, but if air-conditioned spaces are available, like cabs, they can be utilized to cool individuals off. The job supervisor is responsible for ensuring that equipment is available, functional, transported, and set up correctly.
When the temperature is at or above 100°F additional protections include ensure cool-down rest periods of at least 10 minutes every two hours.

Use resources like the heat index and the heat safety tool to plan for the day appropriately and adjust the plan if any changes occur.

2. **Hydration**

   A sufficient quantity of drinking water must be available and readily accessible to employees at all times.

   All employees must have the opportunity to drink at least one quart (4 cups) of drinking water per hour.

   Don’t wait to be thirsty to drink water, and don’t drink it all at once. In fact, it’s best to start drinking water before work. Drink small amounts often throughout the day to stay hydrated. Additional water breaks are allowed during hot days.

   **Drink at least 1 cup every 15-20 minutes**

   Sport drinks low in sugar are okay. Avoid drinks with caffeine and high sugar content like sodas because they won’t hydrate you.

   Kitsap Transit makes sure there is enough water to allow each employee to drink at least a quart of water each hour.

3. **Adjusting to heat (acclimatization)**

   It takes about two weeks to fully adjust to hot working conditions. This adjustment is lost if you are away from the hot conditions for a week or more. Acclimatization is especially critical for heavy work in hot temperatures.

   Gradually increase the workload or allow more frequent breaks to help new and returning workers build up a tolerance for hot conditions over time.

4. **Training**

   Each year before May, employees working on the jobs listed above will be provided with safety training on the dangers of outdoor heat exposure, the steps we take to protect them, and actions they must follow to prevent heat-related illness. *(When possible pair an experienced worker with a new employee to monitor each other and ensure they can put the training into practice.)*

   Additional training will be scheduled and provided for those that missed the session or when a new employee is hired.
Training on heat exposure is available through Kitsap Transit’s online learning platform. Additionally, handouts and online videos, and other training resources can be found by visiting www.Lni.wa.gov and searching for the “Outdoor Heat Exposure” resource page.

Employees need to be aware of:

- How heat can make them sick, and how to recognize the common signs and symptoms of heat-related illness in themselves and coworkers. The four most common conditions are heat rash, heat cramps, heat exhaustion, and heatstroke.

- The environmental factors that increase the risk for heat-related illness such as higher temperatures, humidity, sunlight (working under direct sunlight makes it feel about 15 degrees hotter), additional sources of heat like powered equipment and asphalt, no wind, level of physical activity, and wearing of personal protective equipment (PPE) or layers of clothing.

- Personal factors that may increase susceptibility to heat-related illness including age, not being acclimatized, having medical conditions such as hormonal and heart issues and diabetes, dehydration, and use of substances that can affect the body’s response to heat like drugs, alcohol, caffeine, nicotine, and medications.

- The importance of removing heat-retaining PPE such as non-breathable chemical resistant clothing during all breaks to allow their body to cool down.

- How to stay well hydrated by drinking small quantities of water or other acceptable beverages frequently throughout the day.

- The importance of acclimatization (to get used to the conditions). It takes about 5 days to start and two weeks to be fully acclimated.

- How to immediately report signs or symptoms of heat-related illness they experience or observe in coworkers, and how to immediately respond to prevent the situation from becoming a medical emergency. How to identify and what to do during a heat-related medical emergency (e.g., potential heatstroke).

Supervisors need to know the following (in addition to what is detailed for employees above):

- The procedures to follow to implement the heat-related illness prevention plan including the acclimatization schedule, how to keep track of environmental conditions throughout the day, when to increase the number of breaks or stop work early, to check that workers are accessing shade and water (especially for mobile operations), encourage them to stay hydrated, and communicate with lone workers to ensure they are safe. (The free OSHA-NIOSH Heat Safety Tool app could be helpful.)

- When to provide personal protective equipment like cooling vests and gel-filled bandanas.
What the Supervisor needs to do if an employee shows signs and symptoms of possible heat-related illness, including appropriate emergency response procedures and how to transport any affected employees to a medical service provider.

5. Responding to reports or observations of heat-related illness.

Let a supervisor or someone nearby know if you or a coworker is experiencing any signs or symptoms of heat-related illness, and take immediate action to ensure things don’t get dangerously worse.

1. Time is critical. Get the worker away from the hot area into a cool shaded area. Quick action increases the chances for a full recovery.

2. Let the worker rest and drink cool water.

3. Never leave an employee who is experiencing heat-related problems alone; things could get worse.

4. If the employee does not respond quickly, call emergency medical services. (See Heat Stress Disorders table for further on symptoms and first-aid.)

If the employee receives medical attention, get a written authorization from the provider that the worker can get back to work and any restrictions or limitations.

### Heat Stress Disorders

<table>
<thead>
<tr>
<th>Illness</th>
<th>Symptoms</th>
<th>First Aid*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Rash</td>
<td>• Clusters of red bumps on skin</td>
<td>• Try to work in cooler, less humid environment when possible</td>
</tr>
<tr>
<td>(Prickly Heat)</td>
<td>• Often appears on neck, upper chest, and skin folds</td>
<td>• Keep the affected area dry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Heat rashes typically disappear in a few days after exposure. If the skin is not cleaned frequently enough, the rash may become infected.</td>
</tr>
<tr>
<td>Heat Cramps</td>
<td>• Muscle spasms</td>
<td>• Have worker rest in shady, cool area</td>
</tr>
<tr>
<td></td>
<td>• Pain; usually in abdomen, arms, or legs</td>
<td>• Worker should drink water or other cool beverages</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Wait a few hours before allowing worker to return to strenuous work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Have worker seek medical attention if cramps don’t go away</td>
</tr>
<tr>
<td>Heat Exhaustion</td>
<td>• Cool, moist skin</td>
<td>• Have worker sit or lie down in a cool, shady area</td>
</tr>
<tr>
<td></td>
<td>• Heavy sweating</td>
<td>• Give worker plenty of water or other cool beverages to drink</td>
</tr>
<tr>
<td></td>
<td>• Headache</td>
<td>• Cool worker with cold compresses/ice packs</td>
</tr>
<tr>
<td></td>
<td>• Nausea or vomiting</td>
<td>• Take to clinic or emergency room for medical evaluation or treatment if signs or symptoms worsen or do not improve within 60 minutes</td>
</tr>
<tr>
<td></td>
<td>• Dizziness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lightheadedness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Weakness</td>
<td></td>
</tr>
<tr>
<td>Thirst</td>
<td>Do not return to work that day</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>Irritability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fast heartbeat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Heat Stroke**

<table>
<thead>
<tr>
<th>Confusion</th>
<th>Call 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fainting</td>
<td>While waiting for help:</td>
</tr>
<tr>
<td>Seizures</td>
<td>• Place worker in shady, cool area</td>
</tr>
<tr>
<td>Excessive sweating or red, hot, dry skin</td>
<td>• Losen clothing, remove outer clothing</td>
</tr>
<tr>
<td>Very high body temperature</td>
<td>• Fan air on worker, coldpacks in armpits</td>
</tr>
<tr>
<td></td>
<td>• Wet worker with cool water, apply ice packs, cool compresses, or ice if available</td>
</tr>
<tr>
<td></td>
<td>• Provide fluids (preferably water) as soon as possible</td>
</tr>
<tr>
<td></td>
<td>• Stay with worker until help arrives</td>
</tr>
</tbody>
</table>

*Remember, if you are not a medical professional, use this information as a guide only to help workers in need.*

**Source:** [https://www.osha.gov/SLTC/heatstress/heatillnesses.html](https://www.osha.gov/SLTC/heatstress/heatillnesses.html)

**References**

1. WAC 296-62-095
2. L&I Training
4. Heat Safety Tool (by DOL, OSHA, CDC, and NIOSH)
APPENDIX 7.0 SAFETY PROMOTION

A.7.1 Training and Certification Review/Audit

Kitsap Transit maintains a continuous focus safety; as such, safety training is integrated into a wide variety of Kitsap Transit activities. Moreover, safety training is included in all new employee training. Individuals performing safety-sensitive functions have additional and recurring training based on the nature of their work. For example, members of the Vehicle and Facilities Maintenance Departments receive hazardous materials handling instruction and forklift safety training. Drivers receive defensive driving, safety, and Bloodborne pathogen training. Safety practices and procedures are also incorporated into the Operator handbooks for both the Routed operations (Greenbook) and ACCESS operations (Bluebook).

Examples of formal safety training include, but are not limited to:

- All employees receive defensive driving and other safety-related training during their initial twelve (12) weeks of training.
- Safety training topics are also included in periodic Advanced Operator Training (AOT).
- AngelTrax/CoPilot evaluation and refresher training.
- Facilities Maintenance personnel who might use the forklift receive refresher training/recertification as required.
- Facilities Maintenance personnel who might be involved in traffic control receive refresher/recertification training as needed.
- All Facilities Maintenance personnel and selected others also receive refresher/recertification training as needed.
- Various supervisors and other selected personnel (approximately 10% of KT employees) receive American Red Cross First Aid, CPR, and AED certified training.
- Vessel Captains and Deck Crew go through Basic Safety Training (BST)
- Captains participate in Radar Observer courses
- Marine Mechanics receive the Shipyard Comptent Person course.

All formal training is documented through participant sign-in sheets, agendas, and training materials review. All formal training is also tracked in Kitsap Transit’s Human Resources database.

Safety training is conducted as an element of a broader curriculum or as stand-alone instructional modules. Some training is conducted in a classroom setting (e.g., Bloodborne pathogens and AOT) and some as on-the-job training (e.g., forklift). Some are conducted “in the field” via the use of mentor training for operators and as an element of annual ride checks for operators. AngelTrax/CoPilot training is conducted in a one on one setting with an operator and a CoPilot Coach; it includes driver training and policy review as it relates to various collision/injury causing behaviors.

The Facilities Maintenance department holds monthly staff meetings where safety issues and specific incidents are reviewed. The Vehicle Maintenance department holds Staff/Safety meetings bi-weekly where safety issues are raised, discussed, and resolved.
Supervisors receive safety training in areas ranging from drug and alcohol abuse and Bloodborne pathogens and performance management to hazardous material handling. This includes how to recognize unsafe practices, how and when to conduct reasonable suspicion testing. Supervisors are also trained in accident and injury investigation, tag-out/tag-in procedures, and hazard identification and reporting. Additionally, supervisors attend training sessions at DOT sponsored conferences and classes put on by TSI (Transportation Solutions Inc.), the Washington State Transportation Training Coalition, the Washington State Transit Association, and various others. Many of the sessions focus on supervisory skills, including topics such as how to recognize and handle safety issues, how to conduct a collision investigation, and how to conduct an OJI investigation. All training programs attended by supervisors are documented in the Human Resources database.

**A.7.1.1 Safety and Health Orientation**

All employees receive safety and health training either as part of the agency orientation, conducted by Human Resources staff, or during their on-the-job training, and done by the department in which they work. Topics include:

1. Kitsap Transit Emergency Response Plan - including response to fire and earthquake emergencies, site evacuation plans, location and use of fire extinguishers.
2. Safety Committee and Safety Suggestion System.
3. Workers' Compensation Program: including procedures for reporting on-the-job injuries.
4. Hazard Communication Law (those with exposure to chemicals are further trained by their department).
5. First Aid Supplies and Names/Location of First Aiders.
6. Personal Protective Equipment (conducted by department).
7. Vehicle Safety and Accident Reporting Procedures.
8. HazMat (given only to employees with exposure).
9. Bloodborne Pathogens (given only to employees with exposure).
10. Drug and Alcohol Policy.
12. Employee Assistance Program (EAP).
13. Personal Work habits (conducted by department).
14. Lockout/Tagout Procedures (conducted by department).
15. Confined Space Entry Procedures (conducted by department).
16. Forklift Safety (given to employees in Vehicle Maintenance, Marine Services, Parts Warehouse and Facilities Maintenance departments)
17. Active Shooter Awareness training (Run, Hide, Fight)

**A.7.1.2 Routed and ACCESS New Operators**

Routed and Access Operators receive two weeks of classroom and as many as ten weeks of driving training prior to graduation as regular Operators. The classroom training follows a
standard syllabus as provided by WSTIP. In addition to training on the subjects for all employees, they also receive training on the following:

1. Defensive Driving
2. Bus Maneuvering
3. Response Procedures & Vehicle Accidents

**A.7.2 Agency Vehicle Use & Driving Policy**

Kitsap Transit has a policy in place to ensure all employees that operate agency vehicles have good driving records. Additionally, the policy covers DOL checks, the use of seatbelts, and prohibits the use of electronic devices and alcohol. For the complete policy, see the Employee Handbook.

**A.7.3 Forklift Training**

**A.7.3.1 General Provisions**

In accordance with WAC 296-24-230863, the following is the forklift safety and training program for Kitsap Transit.

- The program covers the operation of any industrial forklift or powered hand truck by any Kitsap Transit employee.

- Any forklift or powered hand truck manufactured before March 1, 2000, must meet the requirements of design, construction, and stability as defined by the American National Standards Institute B56.1-1969. Vehicle manufactured on or after March 1, 2000, must meet the requirements of design, construction, and stability as defined by the American National Standards Institute B56.1-1993, Safety Standards for Powered Industrial Trucks.

- Kitsap Transit must ensure that any forklift or powered hand truck is inspected, maintained, and operated in accordance with the requirements in this section of the WAC, and the manufacturer’s recommendations and specifications.

**A.7.3.2 Specific Forklift Requirements**

1. According to WAC 296-307-52005(1)863-20020, forklifts must have overhead safety guards for protection against falling objects. The overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, and other objects involved in the job, but not to withstand the impact of a falling capacity load.

2. According to WAC 296-307-52017863-40015, forklifts must be equipped with a load backrest extension to minimize the possibility of the load falling rearwards.

3. According to WAC 296-307-52019863-30025, Kitsap Transit must ensure that liquid fuels
such as gasoline and diesel fuel are stored according to NFPA Flammable and Combustible Liquids Code (NFPA No. 30-1996).

3.4. According to WAC 296-863-30035, battery charging areas must be safe by ensuring the areas are provided with the following: (a) means to flush and neutralize spilled electrolyte, (b) fire protections, and (c) ventilation that is adequate to disperse vapors from gassing batteries. Smoking is prohibited in batter charging areas and all precautions must be taken to prevent open flames, sparks, or electric arcs in battery charging areas. Further, battery charging equipment must be protected from being damaged by PITs. (This section pertains to 4 Wheel Electric Forklift Trucks | E45 - 70XN | Hyster)

4.5. According to WAC 296-307-521863-20030, forklifts must be operated only in areas where there is adequate lighting (ANSI Practice for Industrial Lighting, ANSI/IES RP-7 1990). Where general lighting is inadequate, the forklift must be equipped with directional lighting.

5.6. WAC 296-307-520863-40040 requires that any portable ramps or dock boards be strong enough to support the load carried on them and that they are secured in place by anchors or anti-slip devices.

A.7.3.3 Operator Training Requirements

1. According to WAC 296-307-52029863-600, Kitsap Transit must ensure that anyone who operates a forklift is trained in the safe operation of it. Prior to permitting an employee to operate a forklift, Kitsap Transit will ensure that each operator has successfully completed the training program described in this section. Forklift operators will be tested on both theoretical knowledge of safe forklift operation and practical operating skills.

2. Training Program Content. Forklift operators will successfully complete formal and practical training on the following content. Formal training includes video instruction, discussion, and testing. Practical training includes demonstrations, practice, and successful demonstration of skills.

3. Training topics related to the forklift.
   • Operating instruction, warnings, and precautions for the kind of truck the employee will be operating.
   • Difference between the truck and the automobile.
   • Truck controls and instrumentation.
   • Engine operation.
   • Steering and maneuvering.
   • Visibility, including restrictions due to loading.
   • Fork and attachment adaptation, operation, and use limitation.
   • Vehicle lifting capacity.
   • Vehicle stability.
   • Required vehicle inspections and maintenance that the operator will need to perform.
   • Refueling.
• Operating limitations.
• Any other warnings or instructions that the manufacturer has provided.

4. Training Topics related to the Workplace.
• Surface conditions where the forklift will be operated.
• Types and composition of loads that will be carried.
• Manipulation, stacking, and un-stacking of loads.
• Pedestrian traffic in areas where the forklift will be operated.
• Configuration of the areas where the forklift will be operated.
• Hazardous locations in areas where the forklift will be operated.
• Ramps that can affect the forklift’s stability.
• Closed environments where lack of ventilation or forklift maintenance problems may cause a buildup of carbon monoxide or exhaust.
• Other hazardous conditions that may affect the safe operation of a forklift.

5. Retraining in relevant topics will be provided when
• The operator has been observed to operate the forklift in an unsafe manner.
• The operator has been involved in an accident or a near-miss incident.
• The operator has received an evaluation that he or she is not operating the forklift safely.
• The conditions of the workplace change in a manner that could affect the safe operation of the truck.
• Three years have elapsed since the last training.

A.7.3.4 Recordkeeping

Kitsap Transit will maintain training records verifying that all employees who operate forklifts have received the training outlined in this section. The records will include the names of the employee, the date of the training, and the name of the person(s) giving the training or retraining. Kitsap Transit training records can be found in Paychex.

A.7.4 Security

All employees receive Security training as an element of initial employee training in accordance with the Kitsap Transit Security Plan. Annual security audits are conducted at Kitsap Transit facilities. Kitsap Transit maintains a separate security plan. The plan is a more controlled document than this SP and is distributed to select staff.

A.7.5 Emergency Response Plan

Kitsap Transit maintains a separate Emergency Response Plan. The plan is shared with the Kitsap County Department of Emergency Management. All employees are instructed on their part of the Emergency Response. For additional information on security, please see the Kitsap
Transit Emergency Plan, located on the “P” drive. Additionally, the plan can be located on Kitsap Transit intranet site

A.7.6 Safety Committee

The Kitsap Transit Safety Committee has advisory responsibility for all non-marine services Kitsap Transit activity. The safety committee, which is made up of representatives from all departments, meets monthly and:

• Reviews all Safety events (Vehicle collisions, slips/trips/falls, and On-The-job injuries; name and body part to be redacted)
• Reviews Employee Safety Suggestions
• Reviews and approves Significant Safety Awards

Safety Committee and Accident Review Committee members are familiar with the National Safety Council Guide to determine vehicle collision preventability and use it as a guide when making preventability determinations.

The Kitsap Transit Safety Committee will meet to review safety concerns observed by members of the Committee or other employees of Kitsap Transit. It will also serve as an appeals board regarding preventability determinations of accidents and accidents reclassified as incidents. Areas reviewed by the committee may include facilities, equipment, or service in which there is a safety concern. The Safety Committee may also consider other safety issues brought to their attention or at their request.

A.7.6.1 Meeting Times

The Committee shall meet once a month at a time designated by the schedules of its members. Meetings may be held more often at the discretion of the Committee members. The length of the meetings shall not exceed one (1) hour except by majority vote of the Committee.

A.7.6.2 Composition of Committee

The Committee shall consist of 14 members:

• 3 Routed Operators Elected from the Routed Operators
• 3 ACCESS Operators Elected from the ACCESS Operators
• 1 Vehicle Maintenance Worker Elected from Represented Vehicle Maintenance

• 5 Administrative Representatives Appointed by the Executive Director
  • 1 Routed Supervisor/Manager
  • 1 ACCESS Supervisor/Manager
  • 1 Facilities Maintenance Supervisor
  • 1 Vehicle Maintenance Supervisor
  • 1 Vanpool Coordinator/Service Development

• Human Resources Director or Assistant Trainer/Designee
• Human Resources Administrative Associate (non-voting member)
The Routed and ACCESS “Driver of the Year” are offered the opportunity to attend the meetings (non-voting members)

Marine Services Representative (non-voting member)

The Chair and Vice-Chair will be elected each year from within the membership of the Committee. The Committee members shall elect the Chairperson and Vice-Chairperson in August.

The term of office shall be one (1) year, with the terms of the elected positions to be staggered so that continuity will be assured. One (1) elected Routed Operator, one (1) elected ACCESS Operator, and one (1) elected Vehicle Maintenance representative will begin their terms in April. Two (2) ACCESS Operator will begin their term in May. Two (2) Routed Operators begin their terms in July. The ACCESS Driver of the Year and Routed Driver of the Year will begin to serve in January each year. The five (5) Administrative members will begin their terms in July.

The Committee also includes the Human Resources Director or the Human Resources Assistant Trainer/Designee, who act as advisors; neither is a voting member of the Committee, except in the case of tie votes (see Voting Section). The Human Resources Administrative Associate provides clerical support and is a non-voting member.

A.7.6.3 Voting

All actions requiring a vote by the Committee, including collision/accident appeals, require a quorum. Two-thirds or seven (7) of the Committee must vote to make a quorum. The Safety Committee Advisor will only vote if there is a tie vote.

A.7.6.4 Agenda

The Chairperson, or designee, shall prepare an agenda before each meeting.

A.7.6.5 Minutes

The Human Resources Administrative Associate, or designee, shall take minutes of each meeting, be responsible for distributing them to the Committee members, and posting them on all Agency bulletin boards after the Committee has approved them. The Administrative Associate is also responsible for updating the list of safety achievements posted on the bulletin boards.

A.7.6.6 Safety Suggestions

A copy of all new safety suggestions will be included in the Safety Committee agenda for their review.

- Each month, the status of the suggestion will be listed on the agenda.
• Suggestions with responses/actions are returned to HR by the responder. These will be included in the next Safety Committee meeting, outlining the mitigation activity and closing status.

**A.7.6.7 Vehicle Accidents or Accidents Reclassified as Incidents**

**a) Determination of Preventability**

All accidents and accidents reclassified as incidents will be reviewed by the Accident Review Committee to determine whether the occurrence was preventable or non-preventable according to the guidelines established by the National Safety Council. Within ten (10) working days of the occurrence, the committee will notify the employee and his/her department director in writing of their determination. If the investigation has not been completed and no determination made in the above time period, the parties will be notified in writing via a request for an extension. Once the determination is made, the parties will be notified in writing.

**b) Appeals of Preventability Determinations to the Safety Committee**

“In the event that an employee wishes to appeal a preventable incident, accident or injury ruling by the Accident Review Committee (ARC), the following shall apply:

a. Within ten (10) working days of the date of the preventability determination memo from the ARC, the Employee must submit a signed, written request for an appeal to the Human Resources department.

b. The Human Resources department will schedule the appeal with the mutually agreed upon third-party person and inform the Employee of the date, time and location.” (2018-2021 ATU Routed & ACCESS Contract, Article 8 Section 5.1.a-b).

The Safety Committee will act as a review board for any employee who does not agree with the preventability determination of his/her accident or incident. Only the determination of preventability may be appealed to the Safety Committee.

The employee must submit in writing to the Chairperson of the Safety Committee their intent to appeal within ten (10) working days of his/her receipt of the determination. The appeal hearing will be scheduled for the next most convenient Safety Committee meeting, and all parties will be notified of the date, time, and location. If an employee fails to show for his/her appeal hearing and requests another date, the committee will review the reason. If the reason is compelling, the committee will reschedule the appeal a second time.

The purpose of the hearing is to ascertain the facts of the accident or incident and determine whether the preventability determination, per the National Safety Council criteria, is to be upheld or overturned. The employee making the appeal has no right to representation on his/her behalf in this meeting; a union representative may attend if the employee wishes. The employee and a representative of the Accident Review Committee
will attend the appeal hearing. Anyone else wishing to attend an appeal hearing will need the permission of the Chairperson. The employee and the department director will be notified in writing of the Safety Committee's decision within ten (10) working days of the hearing.

If a committee member is the person making an appeal, or is a member of the Accident Review Committee or is the supervisor (person issuing discipline) of the employee making the appeal, he/she will be disqualified from reviewing and voting on the appeal. If a committee member is a shop steward, he/she may participate in the hearing of the appeal only if he/she is not or will not be representing the employee in a grievance about the accident.

**b)c)** Appeal to National Safety Council

If the employee or Kitsap Transit management wishes to appeal the decision of the Safety Committee, that party must advise the Safety Committee Chairperson within ten (10) working days of the receipt of the Committee's decision. All appeals to the National Safety Council must be submitted to the NSC within twelve (12) months from the date of the event. Materials submitted to the National Safety Committee will include the documents submitted to the Accident Review Committee and all evidence provided to the Safety Committee in the appeal hearing, the minutes of the hearing, and any additional materials requested by the NSC. The decision by the National Safety Council is final.

**A.7.6.8 Special Awards**

The Safety Committee reserves the right to honor any employee who has contributed significantly to the safe operation of Kitsap Transit. The award will be made at the discretion of the Safety Committee members.