

RESOLUTION NO. 2023-79

REMOVING SECTION 648.07 SAFETY POLICY AND AMENDING CHAPTER 1098 COMMITMENT ON ENVIRONMENTAL POLICY OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AND AMENDING PERSONNEL POLICY 600.07 SAFETY POLICY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that Section 648.07 Safety Policy should be removed from the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code Book"); and

WHEREAS, the Authority has also determined that Code Book Chapter 1098 Commitment on Environmental Policy and Personnel Policy 600.07 should be amended to reflect the language of the updated Public Transportation Agency Safety Plan ("PTASP") adopted by the Board of Trustees in December 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Code Book Section 648.07 Safety Policy is hereby removed in its entirety.

Section 2. That Code Book Chapter 1098 Commitment on Environmental Policy is hereby amended to read as specified in Attachment A hereto.


Section 3. That Personnel Policy 600.07 Safety Policy is hereby amended to read as specified in Attachment B hereto.

Section 4. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 5. That this resolution shall become effective immediately upon its adoption.

Attachments: A. Chapter 1098 Commitment on Environmental Policy
B. Personnel Policy 600.07 Safety Policy

Adopted: September 26, 2023



President

Attest:



Secretary-Treasurer

Attachment A to Staff Summary

CHAPTER 1098 Commitment on Environmental Policy

1098.01 Policy statement.

1098.02 Application of Policy.

1098.01 POLICY STATEMENT.

GCRTA is committed to protecting the environment as it provides public transit services to Northeast Ohio. The Authority utilizes sound business practices that measure and improve our environmental and sustainability performance and makes the following environmental commitments:

- (a) Communicate and advance the use of environmental practices throughout GCRTA.
- (b) Comply with all applicable local, state, federal, and other environmental laws, regulations, standards and monitoring requirements.
- (c) Incorporating environmental responsibility into business operations by planning for environmental protection, reviewing and developing policies, providing resources, setting targets, and reviewing and auditing performance.
- (d) Prevention of pollution and conservation of resources, by reducing energy and water consumption, increasing reuse and recycling, and procuring sustainable products and technologies.

(Res. 2013-108. Passed 10-22-13; Res. 2014-110. Passed 10-21-14; Res. 2017-101. Passed 11-21-17; Res. 2019-123. Passed 12-17-19. Res. 2923-XXX. Passed XX-XX-23.)

1098.02 APPLICATION OF POLICY.

This policy applies to all employees, departments and functions throughout the Authority. Full participation by all staff is required in order to meet the commitments set forth in this policy. This policy will be communicated to all persons, including contractors and vendors, working for or on behalf of GCRTA.

(Res. 2013-108. Passed 10-22-13; Res. 2014-110. Passed 10-21-14; Res. 2017-101. Passed 11-21-17.)

600.07 SAFETY MANAGEMENT POLICY STATEMENT

The Greater Cleveland Regional Transit Authority (GCRTA) was organized to provide safe, reliable, clean and courteous public transportation services to all users. Safety is a primary concern that affects all levels of GCRTA activities including: operations; maintenance; planning; design; construction; procurement; testing; and training for all modes of transportation. Therefore, all GCRTA personnel are charged with the responsibility of promoting the safety and security of passengers, employees, and the general public who come in contact with GCRTA transportation systems.

The safety and security of our customers and our employees are GCRTA's greatest responsibility. In addition, all employees and contractors of the GCRTA are expected to conduct their duties in a safe manner that will prevent collisions, reduce injuries, and avoid property damage.

Each employee must operate safely by using equipment, tools and materials properly, and be familiar with work rules and procedures for their areas of responsibility. Each employee shall take an active role in the identification and reporting of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with Safety staff to eliminate or control hazards in all areas of GCRTA transportation systems.

GCRTA Management will provide leadership in promoting safety throughout the organization. The General Manager, Chief Executive Officer and the executive staff will be continually and directly involved in formulating, reviewing and revising the Safety Policy and safety goals and objectives. GCRTA management will provide the authority, support and resources – financial and material – to establish and maintain high safety standards in operations, maintenance, and training throughout the GCRTA.

Safety is promoted through adherence to our Safety Management System (SMS) with its pillars of Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. Management across the organization is expected to adhere to the GCRTA SMS Framework and understand the pillars of our SMS, which is appropriately scaled to the size, scope, and complexity of the GCRTA. Executive Management is committed to ensuring staff obtains the needed training to enforce our SMS.

Every GCRTA employee and contractor shall comply with the provisions of the Agency Safety Plan and shall fully cooperate with Safety staff in achieving GCRTA's safety goals and objectives.

The Greater Cleveland Regional Transit Authority is committed to:

- Instilling a just Safety Culture that fosters safe practices, encourages effective employee safety reporting and communication, and values the SMS as equally as other organizational management systems.
- Supporting the SMS with the appropriate financial resources.
- Establishing safety as the primary responsibility of all employees.
- Holding departments/districts responsible for their safety performance.
- Establishing a culture whereby management leads by example.
- Engaging in emerging risk/hazard identification and analysis in order to eliminate or mitigate risks.
- Ensuring no action will be taken against any employee who discloses a safety concern

Attachment B to Resolution

according to the GCRTA Non-Punitive Hazard Reporting Policy and ensuring open, honest communication will be a result of any concern brought forth.

- Complying with federal, state, and GCRTA safety-related requirements, rules, and standards.
- Ensuring all departmental staffs are provided with appropriate safety-related information and training, are competent in Safety Management matters, and are allocated only tasks commensurate with their skills.
- Measuring safety performance against SMART goals.
- Continuously improving the safety performance through data analysis, informed decision making, and appropriate resource allocation.
- Ensuring external systems and services supporting GCRTA meet GCRTA safety standards.



TITLE/DESCRIPTION: REMOVING SECTION 648.07 SAFETY POLICY AND AMENDING CHAPTER 1098 COMMITMENT ON ENVIRONMENTAL POLICY OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AND AMENDING PERSONNEL POLICY 600.07 SAFETY POLICY	Resolution No.: 2023-79
	Date: September 21, 2023
	Initiator: Human Resources
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will remove Section 648.07 Safety Policy and amend Chapter 1098 Commitment on Environmental Policy of the Codified Rules and Regulations (“Code Book”) of the Greater Cleveland Regional Transit Authority (“Authority”) and amend Section 600.07 Safety Policy of the Personnel Policies.

- 2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution 1989-176. The Code Book is undergoing a comprehensive review and update so that the Code Book will conform to the current structure and operations of the Authority.

 In December 2022, the Board of Trustees approved an updated Public Transportation Agency Safety Plan (“PTASP”). The PTASP is a comprehensive statement of the Authority’s policies and procedures related to safety. The revisions to the Code Book and Personnel Policies reflect the revisions that were made to the Safety Policy and the Commitment on Environmental Policy in the PTASP.

 The proposed amendment will remove a provision (Section 648.07) that is an exact duplicate of the Safety Policy contained in Personnel Policy 600.07 and amend Personnel Policy 600.07 and Code Book Chapter 1098 to conform to the new language of the PTASP.

- 3.0 PROCUREMENT BACKGROUND: Does not apply.

- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.

- 5.0 POLICY IMPACT: Adoption of the resolution will bring the Code Book and Personnel Policies in line with the updated PTASP.

- 6.0 ECONOMIC IMPACT: Does not apply.

- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in the Code Book and Personnel Policies remaining out of date.

- 8.0 RECOMMENDATION: This resolution was discussed at the September 12, 2023 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.

- 9.0 ATTACHMENTS: A. Red-line of proposed removal of Section 648.07
 B. Red-line of Personnel Policy 600.07 Safety Policy
 C. Red-line of Chapter 1098 Commitment on Environmental Policy

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



General Manager, Chief Executive Officer

Attachment A to Staff Summary

~~648.07 SAFETY POLICY.~~

~~(a) The Greater Cleveland Regional Transit Authority (GCRTA) was organized with the mission to provide safe, secure, reliable and effective transportation services to all users. Safety is a primary concern that affects all levels of GCRTA activities including operations, maintenance, planning, design, construction, procurement, testing and training for all modes of transportation. Therefore, all GCRTA personnel are charged with the responsibility of promoting the safety and security of passengers, employees, and the general public who come in contact with GCRTA transportation systems.~~

~~(b) All employees and contractors of the GCRTA are expected to conduct their duties in a safe manner, aimed at preventing or minimizing injuries and property damage, throughout GCRTA's operations. The safety and security of our customers and our employees are GCRTA's greatest responsibility.~~

~~(c) Each employee must operate safely, use equipment, tools and materials properly and be totally familiar with work rules and procedures for his/her areas of responsibility. Each employee shall take active part in the identification and reporting of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with the Safety Staff to eliminate or control hazards in all areas of GCRTA transportation systems.~~

~~(d) GCRTA Management will provide leadership in promoting safety throughout the organization. The CEO/General Manager and the executive staff will be continually and directly involved in formulating, reviewing and revising the Safety Policy and safety goals and objectives. GCRTA Management will provide the authority, support and resources to establish and maintain high safety standards in operations, maintenance and training throughout the GCRTA.~~

~~(e) GCRTA Management will commemorate an employee's or a district's commitment and achievements in safety at GCRTA by providing recognition programs.~~

~~(f) Every GCRTA employee and contractor shall comply with the provisions of the System Safety Program Plan and shall fully cooperate with the Safety Office staff in achieving GCRTA's safety goals and objectives.~~

~~(g) For more information, refer to RTA Safety Rules.
(Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)~~

600.07 SAFETY MANAGEMENT POLICY STATEMENT

The Greater Cleveland Regional Transit Authority (GCRTA) was organized ~~with the mission~~ to provide safe, ~~secure,~~ reliable, clean and effective-courteous public transportation services to all users. Safety is a primary concern that affects all levels of GCRTA activities including: ~~operations,~~ ~~maintenance,~~ ~~planning,~~ ~~design,~~ ~~construction,~~ ~~procurement,~~ ~~testing,~~ and training for all modes of transportation. Therefore, all GCRTA personnel are charged with the responsibility of promoting the safety and security of passengers, employees, and the general public who come in contact with GCRTA transportation systems.

The safety and security of our customers and our employees are GCRTA's greatest responsibility. In addition, All-all employees and contractors of the GCRTA are expected to conduct their duties in a safe manner, ~~aimed at that will~~ preventing or minimizing collisions, reduce injuries, and avoid property damage, ~~throughout GCRTA's operations.~~ ~~The safety and security of our customers and our employees are GCRTA's greatest responsibility.~~

Each employee must operate safely; by use-using equipment, tools and materials properly, and be totally-familiar with work rules and procedures for ~~his/her~~their areas of responsibility. Each employee shall take an active ~~part-role~~ in the identification and reporting of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with ~~the~~ Safety Staff-staff to eliminate or control hazards in all areas of GCRTA transportation systems.

GCRTA Management will provide leadership in promoting safety throughout the organization. The ~~CEO/~~General Manager, Chief Executive Officer and the executive staff will be continually and directly involved in formulating, reviewing and revising the Safety Policy and safety goals and objectives. GCRTA ~~Management-management~~ will provide the authority, support and resources – financial and material – to establish and maintain high safety standards in operations, maintenance, and training throughout the GCRTA.

Safety is promoted through adherence to our Safety Management System (SMS) with its pillars of Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. Management across the organization is expected to adhere to the GCRTA SMS Framework and understand the pillars of our SMS, which is appropriately scaled to the size, scope, and complexity of the GCRTA. Executive Management is committed to ensuring staff obtains the needed training to enforce our SMS.

~~GCRTA Management will commemorate an employee's, or a district's, commitment and achievements in Safety at GCRTA by providing recognition programs.~~

Every GCRTA employee and contractor shall comply with the provisions of the System Agency Safety ~~Program~~-Plan and shall fully cooperate with ~~the~~ Safety office staff in achieving GCRTA's safety goals and objectives.

The Greater Cleveland Regional Transit Authority is committed to:

- Instilling a just Safety Culture that fosters safe practices, encourages effective employee safety reporting and communication, and values the SMS as equally as other organizational management systems.
- Supporting the SMS with the appropriate financial resources.
- Establishing safety as the primary responsibility of all employees.
- Holding departments/districts responsible for their safety performance.

Attachment B to Staff Summary

- Establishing a culture whereby management leads by example.
- Engaging in emerging risk/hazard identification and analysis in order to eliminate or mitigate risks.
- Ensuring no action will be taken against any employee who discloses a safety concern according to the GCRTA Non-Punitive Hazard Reporting Policy and ensuring open, honest communication will be a result of any concern brought forth.
- Complying with federal, state, and GCRTA safety-related requirements, rules, and standards.
- Ensuring all departmental staffs are provided with appropriate safety-related information and training, are competent in Safety Management matters, and are allocated only tasks commensurate with their skills.
- Measuring safety performance against SMART goals.
- Continuously improving the safety performance through data analysis, informed decision making, and appropriate resource allocation.
- Ensuring external systems and services supporting GCRTA meet GCRTA safety standards.

Attachment C to Staff Summary

CHAPTER 1098
Commitment on Environmental Policy

1098.01 Policy statement.

1098.02 Application of Policy.

1098.01 POLICY STATEMENT.

~~(a) In support of the Greater Cleveland Regional Transit Authority's ("GCRTA") Mission, Vision and Values, the following environmental policy statement and commitments were developed to evolve best practices that serve GCRTA's value and vision to be a champion of sustainable transportation through environmental and sustainability management.~~

~~(b) GCRTA is committed to protecting the environment as it provides public transit services to northeast Northeast Ohio. ~~We will~~ The Authority utilizes sound business practices that measure and improve our environmental and sustainability performance ~~through a formal Environmental and Sustainability Management System ("ESMS"). The ESMS will be integrated throughout the Authority to create a healthier and more livable environment for the staff, customers and community we serve. GCRTA will~~ and makes the following environmental commitments:~~

- ~~(a) Communicate and advance the use of environmental practices and strategic frameworks throughout GCRTA.~~
- ~~(b) Comply with all applicable local, state, federal, and other environmental laws, regulations, standards and monitoring requirements.~~
- ~~(c) Incorporating environmental responsibility into business operations by planning for environmental protection, reviewing and developing policies, providing resources, setting targets, and reviewing and auditing performance.~~
- ~~(d) Prevention of pollution and conservation of resources, by reducing energy and water consumption, increasing reuse and recycling, and procuring sustainable products and technologies.~~
- ~~(e) Establish an ESMS that will be documented, implemented, and maintained.~~
- ~~(f) Commit to continual improvement by reviewing and enhancing GCRTA's ESMS program and environmental performance at appropriate intervals to meet objectives and support on-going performance excellence strategies.~~
- ~~(g) Engage and empower the workforce and community through effectively communicating GCRTA's Environmental Policy Statement and Commitments.~~

(Res. 2013-108. Passed 10-22-13; Res. 2014-110. Passed 10-21-14; Res. 2017-101. Passed 11-21-17; Res. 2019-123. Passed 12-17-19. Res. 2923-XXX. Passed XX-XX-23.)

1098.02 APPLICATION OF POLICY.

This policy applies to all employees, departments and functions throughout the Authority. Full participation by all staff is required in order to meet the commitments set forth in this policy. This policy will be communicated to all persons, including contractors and vendors, working for or on behalf of GCRTA.

(Res. 2013-108. Passed 10-22-13; Res. 2014-110. Passed 10-21-14; Res. 2017-101. Passed 11-21-17.)