

**Minutes
Safety & Security Committee
May 25, 2017**

The meeting was called to order at 9:08am. Present were:

Committee Members

Ms. Carol Carmody, Chair
Mr. Michael Goldman
Mr. Christian Dorsey

Other Members

Mr. Malcolm Augustine
Mr. Tom Bulgur
Mr. Jim Corcoran
Mr. Anthony Costa
Mr. Jack Evans
Ms. Keturah Harley
Ms. Catherine Hudgins
Ms. Kathy Porter
Mr. Paul Smedberg

Approval of Agenda

The agenda was approved as submitted.

Approval of Minutes

The minutes of the April 27, 2017 Safety Committee Meeting were approved as presented.

Action Item

A. Safety Management Policy Statement (P. Lavin)

Pat Lavin briefed the Committee on the Safety Management System (SMS) Policy Statement in order to obtain an affirmation from the Board on the revised policy. The policy reflects recommendations made by the FTA as part of implementing an SMS and documents senior management's commitment to continuous safety improvement. An SMS is similar to the existing System Safety Program Plan (SSPP) that Metro currently uses to manage safety, but the information is re-ordered and streamlined to reflect a performance-based and continuous improvement methodology. Once fully implemented, the SMS will replace the SSPP. After discussion, Mr. Dorsey moved, seconded by Mr. Goldman, to forward this item to the Board for consideration. The motion was approved unanimously.

Information Item

A. MetroAccess Employee Passenger Assistance Training (C. Kent)

Christian Kent presented to the Committee an overview of the innovative approaches being implemented toward preventing customer injuries that occur during boarding and alighting MetroAccess vehicles. An Occupational Therapist Working Group was formed with the intention of reducing customer injuries by developing new methods and principles to train operators to more safely assist passengers before, during and after transport. MetroAccess will incorporate the best practices generated from the group into a revision of the driver training curriculum for all MetroAccess contractors.

Adjournment

The meeting was adjourned at 9:48am.