

## 2011 Safety and Security Reporting Manual

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### Safety Monthly Summary Report form (S&S-50)

The Safety Monthly Summary Report form (S&S-50) captures monthly summary information on fires and other less severe safety incidents that are not reported on the Major Incident Report form (S&S-40). For each mode and type of service operated, one S&S-50 form must be completed every month.

- The S&S-50 must be completed each month whether you have data to report or not and even if an S&S-40 has been created for a mode during that month.

The form is required for all transit agencies, with the following exceptions:

- Commuter rail (CR) operators report safety incident data to the Federal Railroad Administration.
- Agencies with a Nine or Fewer Vehicles Waiver, a Planning Grants Waiver or a Capital Grants Waiver are not required to submit Safety data.

### Overview

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The Safety Monthly Summary Report form (S&S-50) is designed to collect data on less severe safety related incidents occurring in the transit environment than the data collected on the Major Incident Report form (S&S-40). The S&S-50 form summarizes the number of safety incidents and injuries where an individual has been transported away from the scene due to a slip, trip, fall, electric shock, etc., and the number of minor fires that required the act of suppression but do not meet Major Incident thresholds.

One S&S-50 must be completed every month for each [mode](#) and [type of service](#) (TOS) operated or purchased by the agency regardless of the presence of an S&S-40 for a month/mode.

### What Has Changed from Prior Year

Changes:

1. Non-Major security incident data is no longer collected.

Clarifications:

1. Clarification on safety and security reporting for agencies with Waivers.
2. Clarification on reporting no non-major incidents on the Monthly Summary form.
3. Clarification on reporting only safety non-major incidents on the Monthly Summary form.

### Approach

The S&S-50 form must be submitted monthly for each mode/TOS an agency operates. The form is required even if there is no data to report for a month. You access the S&S-50 form from the **File New S&S-50** link located at the top of the screen on the **Safety & Security** tab.

### Reporting Requirements and Thresholds

The S&S-50 is designed to capture information on fires and safety incidents that have not been reported on the S&S-40. Separate thresholds apply to Safety Monthly Summary incidents as summarized in the following exhibit.

#### Exhibit 7— Reporting Thresholds for Safety Monthly Summary Incidents

##### Other Safety Occurrences not Otherwise Classified (OSONOC):

- Injuries requiring immediate medical attention away from the scene.

##### Fires:

- Requiring an act of suppression but do not meet a major incident reporting threshold.

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### Detailed Instructions

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From the **Safety and Security** tab, click on the **File New S&S-50** link. A blank report form is generated for you to begin reporting. Select the Mode/Type of Service and the Reporting Period (Month) from the **Drop Down** boxes. If you have no data to report for a particular month, check the box next to **No Data to Report** (for current reporting period).

### Reporting Safety Incidents

There are two safety event types reported on this form. Those reportable incidents that have not been reported on the S&S-40 are:

#### Occurrences

- Other Safety Occurrences not Otherwise Classified (OSONOC) (injured parties transported – slips/trips/ falls, etc.)
- Fires (requiring an act of suppression).

### Safety Monthly Reporting

The S&S-50 is the same for all modes operated. Detailed information is below and the directions assume you are logged in with a username that has the level of access to create and submit a report.

Incidents reported are occurrences of not otherwise classified injuries and fires.

For each category enter the total number of “Occurrences” for the month. For the OSONOC category requiring “Involved Parties”, enter the number and type of injured who were immediately transported from the scene for medical attention.

- The number of involved parties must be equal to or greater than the number of occurrences.

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## Safety Monthly Summary Report Screen

**Safety and Security Monthly Summary Report**

Please select the Mode / Type of Service being reported.

Reporting Period (Month)

No Data to Report (for current reporting period)

Using the lists below, please provide the following Summary Safety Events details

**Number of Other Safety Occurrences not Otherwise Classified (e.g., slip and fall / electric shock / other)**

Location		Involved Parties				
		Occurrences	Customers	Workers	Others	
In transit vehicles	Boarding / alighting: With stairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Boarding / alighting: With lift or ramp	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Boarding / alighting: Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Other in vehicle: Securement issue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Other in vehicle: Not a securement issue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	In revenue facilities	Ramps	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Stairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Escalators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Elevators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In non-revenue facilities		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Number of Occurrences of Fire**

In transit vehicles	<input type="text"/>
In revenue facilities	<input type="text"/>
In non-revenue facilities	<input type="text"/>
On right-of-way	<input type="text"/>
<b>Total</b>	<input type="text"/>

For each category, enter the total number of “Occurrences” for the month. For the OSOONOC category requiring “Involved Parties,” enter the number and type of injured persons who were immediately transported away from the scene for medical attention. When you have completed a report, click on the **Save** button located at the bottom of the report. This will save your data and present you with the saved report that now includes a **Submit Report** button. To submit the report, scroll to the bottom of the report and click the **Submit Report** button. This will return you to the **Safety & Security** tab screen.

You can **Close** a report after saving it and without submitting it. Closing a report prior to saving will delete the report. Some reporters choose to fill out the S&S-50 report during the month as occurrences happen, using the **Save** option as they enter each occurrence. Once the report is finished for the month, they **Submit** the report for review by NTD analysts.

A report may be updated at any time after it has been saved and/or submitted. On the **Safety & Security** tab screen, click on the expand/collapse symbol  adjacent to the section heading **Non-Major Summary Report**. Find the report to edit and click on the link to open the report; make the revisions, click the **Save** button, then click the **Submit Report** button which returns you to the **Safety and Security** tab screen.

**Number of Other Safety Occurrences not Otherwise Classified:** Other Safety Occurrences not Otherwise Classified (OSOONOC) injuries are a direct result of occurrences such as slips and falls or electric shock. To be considered an injury and thus reportable, a person must have been immediately transported away from the scene for medical attention.

Occurrences are reported by location: in transit vehicles, in revenue facilities, in non-revenue facilities, or other; and the number of injuries is reported in the Involved Parties section by person type: customers, workers, or others.

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Injuries are reported on the S&S-50 no matter the number of injuries per occurrence. The number of occurrences often may not equal the number of injured persons (involved parties). However, the number of involved parties must be equal to or greater than the number of occurrences.

Example 31— Other Safety Occurrences not Otherwise Classified Reporting								
<p><b>Example:</b> A transit operator slams on the brakes of a transit bus to avoid a collision with another motor vehicle resulting in 3 transit passengers falling. The 3 transit passengers required immediate medical attention away from the scene. There was no property damage.</p>								
<p><b>Solution:</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Number of Involved Parties</td> <td style="width: 33%;">Number of Reportable Fatalities</td> <td style="width: 33%;">Property Damage Amount</td> </tr> <tr> <td>3</td> <td>0</td> <td>\$0</td> </tr> </table>	Number of Involved Parties	Number of Reportable Fatalities	Property Damage Amount	3	0	\$0		
Number of Involved Parties	Number of Reportable Fatalities	Property Damage Amount						
3	0	\$0						
<p>Report the one Occurrence and the three injuries related to this incident on the S&amp;S-50 form under Other Safety Occurrences not Otherwise Classified.</p>								
<p><b>Example:</b> The floor of a transit facility collapses resulting in one patron requiring immediate medical attention away from the scene.</p>								
<p><b>Solution:</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Number of Involved Parties</td> <td style="width: 33%;">Number of Reportable Fatalities</td> <td style="width: 33%;">Property Damage Amount</td> </tr> <tr> <td>1</td> <td>0</td> <td>\$0</td> </tr> </table>	Number of Involved Parties	Number of Reportable Fatalities	Property Damage Amount	1	0	\$0		
Number of Involved Parties	Number of Reportable Fatalities	Property Damage Amount						
1	0	\$0						
<p>Report the one Occurrence and the one injury related to this incident on the S&amp;S-50 form under Other Safety Occurrences not Otherwise Classified.</p>								
<p><b>Example:</b> A bus (MB) crosses a bridge. The bridge collapses and ten transit passengers and one transit employee are killed.</p>								
<p><b>Solution:</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Number of Reportable Injuries</td> <td style="width: 33%;">Number of Reportable Fatalities</td> <td style="width: 33%;">Property Damage Amount</td> </tr> <tr> <td>0</td> <td>11</td> <td>\$(replacement/repair of bus)</td> </tr> </table>	Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount	0	11	\$(replacement/repair of bus)		
Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount						
0	11	\$(replacement/repair of bus)						
<p>Complete an S&amp;S-40 since the incident resulted in eleven fatalities.</p>								

**Number of Occurrences of Fire:** Fires that require the act of suppression at the time of the incident but do not meet a Reportable Threshold – 1 or more fatalities, 1 or more injuries, and / or \$25,000 in property damage – are reported on the S&S-50 by location; in transit vehicles, in revenue facilities, in non-revenue facilities, or on right-of-way.

Example 32— Fire Reporting								
<p><b>Example:</b> A transit bus (MB) has smoke coming from under the hood and the operator finds that a small electrical fire has begun. Suppression is required and used to end the fire, but there are no passengers on the transit bus and the property damage is estimated at \$10,000.00.</p>								
<p><b>Solution:</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Number of Occurrences of Fire</td> <td style="width: 33%;">Number of Reportable Injuries (Involved Parties)</td> <td style="width: 33%;">Property Damage Amount</td> </tr> <tr> <td>1</td> <td>0</td> <td>\$10,000.00</td> </tr> </table>	Number of Occurrences of Fire	Number of Reportable Injuries (Involved Parties)	Property Damage Amount	1	0	\$10,000.00		
Number of Occurrences of Fire	Number of Reportable Injuries (Involved Parties)	Property Damage Amount						
1	0	\$10,000.00						
<p>Because all fires that have required the act of suppression are to be reported and this fire does not meet a major incident reporting threshold, this incident must be reported on the S&amp;S-50 form under Fire.</p>								

### Questions

If you have any questions regarding Safety and/or Security Reporting, contact your Safety & Security Analyst. If you are unsure of the name of your analyst or their contact information, contact the NTD Helpdesk at: 1-866-349-1427 or by email at: [ntdhelpdesk@savantage.net](mailto:ntdhelpdesk@savantage.net).