PROJECT SUMMARY

Texas Transportation Institute’s environmental health and safety (EH&S) program provides reasonable assurance that Agency operations are carried out in a safe and healthful manner, and in compliance with laws, policies, regulations, and Agency rules. The Agency’s EH&S program includes annual risk assessments, pretest reviews, comprehensive and accessible written procedures (on the Intranet), employee safety training and periodic safety inspections. The program relies heavily on Texas A&M University’s EH&S Department for its safety inspections and hazardous waste disposal, and is currently developing an environmental policy statement to ensure Agency activities are in compliance with A&M System Policy 24.01, Risk Management. The Agency’s EH&S program has representation on A&M System’s Risk Management and Safety Council, Texas A&M University’s Environmental Management Committee, and Texas A&M University’s Riverside User’s Group.

The Agency’s Proving Grounds Research Facility recently enhanced its testing and calibration procedures (quality management system) to comply with International Organization for Standardization (ISO) Standard 17025 (General Requirements for the Competence and Testing of Calibration Laboratories), in order to prepare their laboratory for its initial accreditation review.

During the audit, management expressed their commitment to provide employees with a safe and healthful work environment. Management indicated that safety is the business and responsibility of every employee and is best achieved through proper safety controls, education, training, use of protective equipment, and compliance with safety rules, standards and laws.

BASIS OF REVIEW

Objective and Scope

The overall objective was to review and assess the adequacy of the Agency’s controls and processes over environmental health and safety operations to ensure that they provide reasonable assurance that a safe environment exists for Agency personnel. Also, to determine that the Agency is in compliance with laws,
policies, regulations, and Agency rules relevant to environmental health and safety.

The review of environmental health and safety focused on the areas of laboratory and facility safety inspections, safety training, and policies and procedures for the Agency’s safety functions for the period September 2007 through October 2008. Fieldwork was conducted in September and October 2008.

Criteria

Our review was based upon standards as set forth in the System Policy and Regulation Manual of The Texas A&M University System; Texas Transportation Institute’s Safety and Risk Management Procedures and Programs, federal and state laws; and other sound administrative practices. This audit was performed in compliance with the Institute of Internal Auditors’ “International Standards for the Professional Practice of Internal Auditing.”

Additionally, we conducted this compliance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Background

The environmental health and safety program at the Texas Transportation Institute falls under the primary responsibility of the Manager of Facilities, Safety and Support Services (also serving as the Agency Safety Officer). This position, in turn, reports to the Executive Associate Agency Director. The Agency Safety Office has one full-time equivalent employee, between three employees, to manage the Agency’s environmental health and safety operations, with a budget of approximately $140,000.
AUDIT TEAM INFORMATION

Auditors Assigned to the Review

| Amanda Jenami, CPA, Project Manager |
| Katherine Redo |
| Darwin Rydl, CPA |

Contact Information

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