Environmental Management System

February 01, 2012
**Introduction**

The Texas Transportation Institute (TTI) is committed to providing a safe and healthful work environment for its employees and visitors. All activities and work involve some level of risk to people and property. Many activities involve low-level risks of a type and magnitude routinely encountered and accepted as requiring no special measures for mitigation. Other activities may involve increased levels of risks and require additional, appropriate measures be taken to mitigate such risks.

The success of any risk management program is dependent upon each affected person understanding, accepting and adhering to the policies and procedures of this program as well as other agency policies and programs.

**Purpose**

The purpose of this program is to enhance awareness of risk levels in the work environment and limit exposure of personnel and property to the lowest practical level of risk through philosophy of risk management, training of personnel, engineering controls and establishment of policies and procedures.

This program is designed to provide affected employees information needed to work safely with environmental issues. These procedures, when carried out by TTI employees, will help ensure the safe and efficient accomplishment of our work objectives and good stewardship of our resources.
Policy Statement

The Texas Transportation Institute (TTI) is committed to providing its employees a safe and healthful work environment. Safety is the business and responsibility of every employee and is best achieved through proper engineering controls, education, training, use of protective equipment and compliance with safety rules, standards and laws.

Each employee is responsible for understanding and practicing appropriate safety procedures.

TTI is committed to sustainable practices that:
- protect our assets,
- respect the health, safety and well-being of our community, and
- promote educational awareness and practices to enhance environmental awareness, safety and action.

The primary affected facilities are located on the Texas A&M University’s main campus and Riverside campus. TTI adheres to the requirements of the University’s Environmental Management System as managed by the University’s Environmental Health and Safety Department. Further, TTI adheres to the tenants of the Texas A&M University Sustainability and Environmental Policy as included in the University’s Sustainability Master Plan.

Program

The TTI Environmental Management System includes, but is not limited to, the following initiatives and programs:

- TTI Safety and Environmental Council
- Representation on the Texas A&M University Sustainability and Environmental Committee
- Representation on the System Safety Council
- Reporting, on an annual basis, to the Texas A&M University System Safety Office regarding EHS Targets and Objectives
- Reporting to the Office of the Governor and Legislative Budget Board per RF-49, Energy Conservation and Management Plan which includes the following:
  - Resource Efficiency Plan
  - Utility Awareness Information
  - Utility Services Plan
- Hazard Communication Program
- Hazardous Materials Shipping
- Hazardous Waste Management Program
- Radiation Safety Program
- Research Laboratory, Shop and Chemical Safety Procedures
Life Safety and Emergency Response

Dial 911 for ambulance, fire and police. From a phone system that requires you to dial a “9” prefix, dial 9-911.

- **Provide the 911 dispatcher with the following information:**
  - Location of emergency
  - If there are any injuries, describe type of injury, if known
  - Brief description of injured person (gender, age, etc.)
    - Your name and phone number (in case you are disconnected or the dispatcher needs additional information)

- **If an ambulance is not needed:**
  - Render first aid, only as trained.
  - Assist with transportation of employee to their personal physician, if appropriate.

- Make injured as comfortable as possible - do **NOT** move injured person unless directed by the 911 dispatcher (or if injured person is in immediate danger).

- Employees, an event witness or the employee’s supervisor shall complete an [Employer’s First Report of Injury or Illness](#) form to report any work injuries. Only facts, not opinions, should be stated on the form.

- Any time a safety issue arises, employees shall contact the appropriate supervisor immediately.

**Additional Information**

- The TTI Safety Office can assist with arrangements for personnel safety training in various areas and assist with written safety protocols.

- The TTI Safety Office shall review this program, at a minimum, on an annual basis.

- The TTI Safety Office is responsible for updating and maintaining this program with comments from the TTI Safety and Environmental Council.