

Office of the General Auditor



Audit Report Discussion:
Safety and Environmental Services
Activities

Audit & Ethics Committee Meeting
February 11, 2013

Safety and Environmental Services

Background of Audit Area (continued)



Administer safety and environmental training programs

Administer agreements for removal and management of hazardous wastes/materials

Conduct required reporting and develop required plans

Safety and Environmental Services Audit Scope



- **Scope was January 1, 2009 to August 31, 2012 and included:**

**hazardous waste and environmental
services agreements**

hazardous spills and permits management

employee safety training

Safety and Environmental Services Audit Scope (continued)



- **Expenditures of \$4,239,800 were incurred by SES during the review period**
- **361 spill reports and 246 external inspection reports**
- **655 permits including wastewater, hazardous waste, and operating equipment**

Safety and Environmental Services Audit Opinion



Issued with a Less Than Satisfactory opinion

**Repeat recommendations related to review
and approval of invoices; non-compliance
with contractual terms and conditions**

**Out-of-date Health Safety and Environmental
Manual procedures**

**Incomplete tracking and internal reporting of
releases of hazardous materials and permit
information**

Safety and Environmental Services Audit Opinion



Senior Management took immediate action to:

- ✓ **Conduct comprehensive review of each invoice**
- ✓ **Enhance management oversight**
- ✓ **Review and revise safety and environmental procedures**
- ✓ **Implement a new enterprise software system**

Safety and Environmental Services Management Response



Approval of Transactions & Compliance with Contract Terms and Conditions

**Issued procedural memo and comprehensive
invoice checklist**

**Invoice must be commensurate with services
provided and as listed in contract**

**Invoice must contain required information
(e.g., maximum amount payable)**

Periodic review by management

Safety and Environmental Services Management Response (continued)



Out-of-Date Procedures

**Periodically review procedures based on
criticality**

Publish only final and complete procedures

**Communicate revisions to staff and re-train
if needed**

Safety and Environmental Services Management Response (continued)



Incomplete tracking of hazardous material releases and permit information

Implement new enterprise software by third quarter 2013

Establish required and optional data entry requirements

Train staff in data quality standards

Conduct periodic review of databases

Evaluate method to capture cost of larger cleanups

Questions

