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ENVIRONMENTAL COMPETENCY, TRAINING, AND AWARENESS

POLICY

St. Elizabeth Medical Center is committed to a training, education and awareness program for environmental-related activities that ensures that all personnel that perform tasks for, or on behalf of, the Medical Center are competent and receive adequate training and education to perform their jobs in a manner that is protective of the environment and meets all regulatory requirements. Appropriate records will be maintained to document this competency.

PROCEDURE

1) PURPOSE

The purpose of this procedure is to identify environmental training, awareness and competence requirements for personnel involved in work activities at St. Elizabeth Medical Center.

2) ABBREVIATIONS

DM Department Manager
EHSO Environmental, Health & Safety Officer

3) DEFINITIONS

None

4) PROCEDURE ELEMENTS

4.1. Competence – DM

Work tasks that can cause significant environmental impacts will only be performed by personnel that have received all relevant training and education for that activity. It is the responsibility of the department manager to assign work activities with significant environmental impacts to personnel who are properly trained.

4.2. Routine Activities – EHSO

Environmental training and education requirements for critical environmental personnel working for, or on behalf of, the Medical Center are summarized on a Critical Environmental Employees matrix that is maintained by the EHSO.

4.3. Contractors – DM

Contractors may be required to perform environmental-related work activities at the site that require specific training or education. The Facilities Department, or any other department working with a contractor will work with the EHSO to identify contractor work tasks with environmental aspects and determine training and education requirements. Prior to the start of work, the Medical Center



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department responsible for overseeing a contractor will ensure that contractor personnel have received all required environmental training and education.

4.4. New Activities – DM

New work activities may arise at the Medical Center that involve a Significant Environmental Aspect that is not currently addressed. Department Managers shall work with the EHSO to review all new environmental work tasks to determine if specific training or education is needed. New work activities that have environmental aspects shall be documented on the Environmental Aspects List and reviewed for significance in accordance with ECP012, Environmental Aspects Management. New project requests will be performed in accordance with SPP026, Project Management, including the required review for environmental concerns by the EHSO.

5) REFERENCES

ECP012, Environmental Aspects Management
 SPP026, Project Management
 SPP009, Workforce Competency, Training and Education

6) RECORDS

Department Managers are responsible for reporting training and education for their employees to the appropriate person for inclusion in the Automated Employee Education Record in accordance with SPP009, Workforce, Competency, Training and Education.

For Contractors performing project work on-site, it is the responsibility of the manager of the department overseeing the project to obtain and maintain records of required environmental training and education for contractor personnel.

Critical Environmental Employees matrix will be maintained by the EHSO

7) AUTHORIZING DOCUMENT

SPP009, Workforce Competency, Training and Education

COORDINATED WITH: Environment of Care Team

APPROVED BY: Tom Corp
 Environmental, Health & Safety Officer

5/17/06
 Date