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ENVIRONMENTAL OPERATIONAL CONTROLS

POLICY

St. Elizabeth Medical Center shall plan activities that involve significant environmental aspects and implement operational controls, as appropriate.

1) PURPOSE

The purpose of this policy is to ensure that the necessary measures are identified and put in place for the Medical Center's significant environmental aspects to ensure that these tasks are completed in a manner that is consistent with the environmental policy, objectives and targets, and meet all legal and other requirements.

2) ABBREVIATIONS

EHSO: Environmental, Health & Safety Officer
ISO: International Standards Organization
NIAHO: National Integrated Accreditation for Healthcare Organizations

3) DEFINITIONS

Environmental Aspect – Element of an organization's activities or products or services that can interact with the environment.

Environmental Management Program – An action plan that an organization establishes for an environmental aspect to achieve the organization's established environmental goals and objectives.

Environmental Policy – Overall intentions of an organization related to its environmental performance

4) PROCEDURE ELEMENTS

A Significant Environmental Aspect Summary will be established for each of the Medical Center's Priority 1 and 2 Significant Environmental Aspects as described in ECP012, *Environmental Aspects Management*. The summary will identify the appropriate operational controls for each environmental aspect. Controls will typically include, but are not limited to, items such as documented procedures or work instructions, personnel training, and equipment maintenance.

Operational controls for a significant environmental aspect will be identified and developed by the EHSO along with appropriate departmental personnel that are responsible for implementing the controls, and the Environment of Care Team, or select members of the Team, as appropriate. In developing operational controls, the following areas will be considered:

- Environmental policy
- Environmental objectives and targets
- Environmental legal and other (e.g. NIAHO) requirements
- Logistics, feasibility, and reasonableness of implementing the controls
- Capabilities of personnel (employees, volunteers, and contractors) required to implement the controls
- Methods for tracking effectiveness of the controls



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- Impact of work or services provided by contractors or vendors. If contractors or vendors provide goods or services that have a significant role in an activity defined by the Medical Center as a significant environmental aspect, applicable procedures and requirements will be communicated to the contractor/vendor and this communication shall be documented. The EHSO shall maintain copies of this correspondence.

Operational controls associated with environmental aspects will be reviewed by the EHSO and/or the relevant department manager, as necessary, to ensure that the controls are appropriate and effective. Any changes to the controls will be communicated to affected personnel and the associated Significant Environmental Aspect Summary will be revised accordingly.

Operational controls will be communicated to affected employees, suppliers and contractors, as appropriate.

5) REFERENCES

ECP012, *Environmental Aspects Management*

6) RECORDS

None

7) AUTHORIZING DOCUMENT

ECP005, Environmental Management System Manual

COORDINATED WITH: Environment of Care Team

APPROVED BY: Tom Corp
Environmental, Health & Safety Officer

12/7/09
Date