ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

POLICY

St. Elizabeth Medical Center shall have a formal Environmental Management System to assist in complying with environmental laws, regulations, and other requirements and to improve environmental performance. The Environmental Management System shall apply to all Medical Center facilities and activities.

1) PURPOSE

The purpose of this policy is to outline St. Elizabeth Medical Center's Environmental Management System, including the identification of Medical Center documents in place to satisfy the required elements established in ISO 14001.

2) ABBREVIATIONS

EHSO: Environmental, Health & Safety Officer
ISO: International Organization for Standardization

3) DEFINITIONS

Environment – Surroundings in which the Medical Center operates including air, water, land, natural resources, flora, fauna, humans, and their interrelation

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

Environmental Management System – Part of the Medical Center's management system used to develop and implement its environmental policy and manage its environmental aspects.

Environmental Performance – Measurable results of the Medical Center's environmental aspects

Environmental Policy – Overall intentions of the Medical Center related to its environmental performance

4) PROCEDURE ELEMENTS

St. Elizabeth Medical Center shall have an established Environmental Policy to govern its Environmental Management System. The Environmental Management System shall operate under a process that involves planning, implementation & operation, checking, and management review to ensure proper operation and continual improvement of the system. Table 1 on the following page summarizes the elements of the St. Elizabeth Medical Center Environmental Management System as they correlate to the ISO 14000 required elements. The flow chart on the following page displays the process that the Environmental Management System follows.

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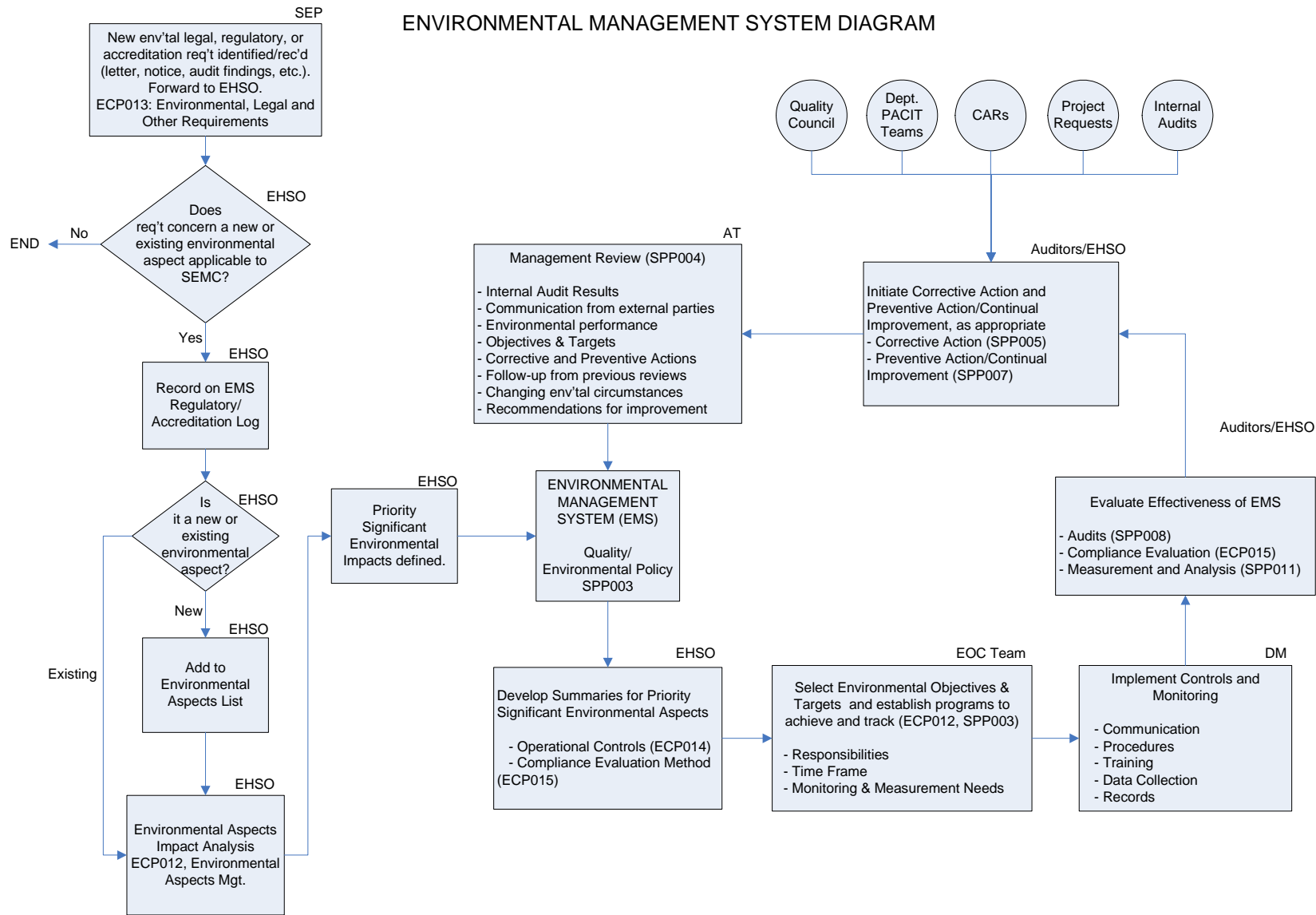| TABLE 1 ENVIRONMENTAL MANAGEMENT SYSTEM ELEMENTS ST. ELIZABETH MEDICAL CENTER	
ISO 14000.2004 REQUIRED ELEMENT	**ST. ELIZABETH MEDICAL CENTER DOCUMENT**
4.2 – ENVIRONMENTAL POLICY	Included in SPP003, Quality/Environmental Policy
4.3 – PLANNING	
4.3.1 – Environmental Aspects	ECP012, Environmental Aspects Management *Supporting Document* – Environmental Aspect List, Environmental Aspect Review Summary
4.3.2 – Legal and Other Requirements	ECP013, Environmental Legal and Other Requirements; ECI024, EMS Project Review *Supporting Documents* - EMS Regulatory/Accreditation Correspondence Log, Environmental Legal and Other Requirements Table
4.3.3 – Objectives, Targets and Program(s)	ECP012, Environmental Aspects Management – establishing objectives and targets *Supporting Documents* - Environmental Objectives and Targets table, Environmental Aspect Review Summary, Environmental Management Programs
4.4 – IMPLEMENTATION & OPERATION	
4.4.1 – Resources, Roles, Responsibilities and Authority	ECP020, Environmental Management System Roles and Responsibilities; *Supporting Document* - Environmental Management Representative Statement of Authority
4.4.2 – Competence, Training and Awareness	ECP018, Environmental Competency, Education and Awareness *Supporting Document* – Critical Environmental Employees Training Matrix
4.4.3 – Communication	SPP082, Communications Management Plan
4.4.4 – Documentation	ECP005, Environmental Management System Manual (*this document*)
4.4.5 – Control of Documents	SPP020, Documentation Management; ECP013, Environmental Legal and Other Requirements
4.4.6 – Operational Control	ECP014, Environmental Operational Controls SPP026, Project Management
4.4.7 – Emergency Preparedness and Response	TPP001, Emergency Preparedness Plan
4.5 – CHECKING	
4.5.1 – Monitoring and Measurement	SPP011, Measurement and Analysis SPP032, Control of Inspection, Measurement and Test Equipment
4.5.2 – Evaluation of Compliance	ECP015, Environmental Compliance Evaluation
4.5.3 – Nonconformity, Corrective Action and Preventive Action	SPP005, Corrective Action SPP007, Preventive Action/Continual Improvement
4.5.4 – Control of Records	SPP010, Records Management ECP019, Environmental Record Retention *Supporting Document* – Environmental Records Retention Matrix
4.5.5 – Internal Audit	SPP008, Internal Quality Audits
4.6 – MANAGEMENT REVIEW	SPP04, Management Reviews

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ENVIRONMENTAL MANAGEMENT SYSTEM DIAGRAM

SEP

New env'tal legal, regulatory, or accreditation req't identified/rec'd (letter, notice, audit findings, etc.). Forward to EHSO.
ECP013: Environmental, Legal and Other Requirements

EHSO

Does req't concern a new or existing environmental aspect applicable to SEMC?

No → END

Yes

EHSO

Record on EMS Regulatory/ Accreditation Log

EHSO

Is it a new or existing environmental aspect?

New

Existing

EHSO

Add to Environmental Aspects List

EHSO

Environmental Aspects Impact Analysis ECP012, Environmental Aspects Mgt.

EHSO

Priority Significant Environmental Impacts defined.

Quality Council

Dept. PACIT Teams

CARs

Project Requests

Internal Audits

AT

Management Review (SPP004)

- Internal Audit Results
- Communication from external parties
- Environmental performance
- Objectives & Targets
- Corrective and Preventive Actions
- Follow-up from previous reviews
- Changing env'tal circumstances
- Recommendations for improvement

Auditors/EHSO

Initiate Corrective Action and Preventive Action/Continual Improvement, as appropriate
- Corrective Action (SPP005)
- Preventive Action/Continual Improvement (SPP007)

ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

Quality/ Environmental Policy SPP003

Auditors/EHSO

Evaluate Effectiveness of EMS

- Audits (SPP008)
- Compliance Evaluation (ECP015)
- Measurement and Analysis (SPP011)

EHSO

Develop Summaries for Priority Significant Environmental Aspects

- Operational Controls (ECP014)
- Compliance Evaluation Method (ECP015)

EOC Team

Select Environmental Objectives & Targets and establish programs to achieve and track (ECP012, SPP003)

- Responsibilities
- Time Frame
- Monitoring & Measurement Needs

DM

Implement Controls and Monitoring

- Communication
- Procedures
- Training
- Data Collection
- Records

9/30/04

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5) REFERENCES

ISO 14001: 2004, Environmental management systems – Requirements with guidance for use (hardcopy available from the EHSO or Quality Manager)

6) RECORDS

None

7) AUTHORIZING DOCUMENT

SPP046, Environment of Care Management Plan

COORDINATED WITH: Environment of Care Team

APPROVED BY: Tom Corp   10/3/06
                  Environmental, Health & Safety Officer   Date