



Number.Revision: ECP013 .007	Effective Date: 12/8/09
Replaces Number.Revision: ECP013 .006	Replaces Date: 4/5/07
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## ENVIRONMENTAL LEGAL AND OTHER REQUIREMENTS

### 1) PURPOSE

The purpose of this policy is to identify environmental regulations, site permits, relevant environmental external documents and other requirements that are applicable to St. Elizabeth Medical Center (SEMC); to provide a summary of each item; to identify the Medical Center area(s) affected by them; and to identify the means by which the Medical Center can access and keep current with this information and any other applicable environmental requirements.

### 2) ABBREVIATIONS/ACRONYMS

EHSO: Environmental, Health & Safety Officer  
MEC: Management Excellence Center  
SEMC: St. Elizabeth Medical Center

### 3) DEFINITIONS

None

### 4) PROCEDURE ELEMENTS - EHSO

Environmental legal and other requirements applicable to SEMC are identified on the Applicable Environmental Legal and Other Requirements table maintained by the Environmental, Health & Safety Officer (EHSO) and available on the MEC. These requirements shall be taken into account in establishing, implementing and maintaining the environmental management system. The EHSO is responsible for staying current with all applicable site environmental legal and other requirements, including relevant external environmental documents, and determining how the requirements apply to the Medical Center's environmental aspects.

The EHSO shall inform the Environment of Care Team, the Vice President in charge of environmental, health & safety, and supervisors of departments affected by any new regulations or changes to existing regulations that impact SEMC. A log will be maintained by the EHSO to document pertinent changes to regulations or other external documents and relevant communication from or to external agencies. The log will note if any action is required to address the correspondence, the person responsible for that action, and the status of the action (e.g. closed or open). The EHSO shall track all actions to completion.

Any changes will be updated on the *Applicable Environmental Legal and Other Requirements* table by the EHSO, as appropriate, and the necessary actions will be taken so that systems are put in place to ensure that SEMC activities comply with the requirement. On an annual basis, a formal legal compliance review shall be performed, documented and the results presented to the Administration Team. SEMC is committed to providing, having access to, or obtaining, any relevant resources required by the EHSO and other relevant personnel to ensure that an awareness of site environmental legal and other requirements is maintained. This access will include a computer with internet access for the EHSO, subscriptions to relevant publications, and any other appropriate means. The "Access" column in the *Applicable Environmental Legal and Other Requirements* table indicates how the identified applicable environmental legal and other requirements can be obtained.

### 5) REFERENCES

Laws and regulations cited in *Applicable Environmental Legal and Other Requirements* table.



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### 6) RECORDS

None

### 7) AUTHORIZING DOCUMENT

ECP005, Environmental Management System Manual

COORDINATED WITH: Environment of Care Team

APPROVED BY: Tom Corp 12/8/09  
Environmental, Health & Safety Officer Date