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.
# TABLE 1

## ENVIRONMENTAL MANAGEMENT SYSTEM ELEMENTS

### ST. ELIZABETH MEDICAL CENTER

<table>
<thead>
<tr>
<th>ISO 14000.2004 REQUIRED ELEMENT</th>
<th>ST. ELIZABETH MEDICAL CENTER DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.2 – ENVIRONMENTAL POLICY</strong></td>
<td>Included in SPP003, Quality/Environmental Policy</td>
</tr>
<tr>
<td><strong>4.3 – PLANNING</strong></td>
<td>ECP012, Environmental Aspects Management</td>
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<tr>
<td><strong>4.3.1 – Environmental Aspects</strong></td>
<td>Supporting Document – Environmental Aspect Review Summary</td>
</tr>
<tr>
<td><strong>4.3.2 – Legal and Other Requirements</strong></td>
<td>ECP013, Environmental Legal and Other Requirements; ECI024, EMS Project Review</td>
</tr>
<tr>
<td><strong>4.3.3 – Objectives, Targets and Program(s)</strong></td>
<td>ECP012, Environmental Aspects Management – establishing objectives and targets</td>
</tr>
<tr>
<td><strong>4.4 – IMPLEMENTATION &amp; OPERATION</strong></td>
<td>ECP020, Environmental Management System Roles and Responsibilities; Supporting Document - Environmental Management Representative Statement of Authority</td>
</tr>
<tr>
<td><strong>4.4.1 – Resources, Roles, Responsibilities and Authority</strong></td>
<td>ECP018, Environmental Competency, Education and Awareness</td>
</tr>
<tr>
<td><strong>4.4.2 – Competence, Training and Awareness</strong></td>
<td>SPP082, Communications Management Plan</td>
</tr>
<tr>
<td><strong>4.4.3 – Communication</strong></td>
<td>ECP005, Environmental Management System Manual (this document)</td>
</tr>
<tr>
<td><strong>4.4.4 – Documentation</strong></td>
<td>SPP020, Documentation Management; ECP013, Environmental Legal and Other Requirements</td>
</tr>
<tr>
<td><strong>4.4.5 – Control of Documents</strong></td>
<td>ECP014, Environmental Operational Controls</td>
</tr>
<tr>
<td><strong>4.4.6 – Operational Control</strong></td>
<td>SPP026, Project Management</td>
</tr>
<tr>
<td><strong>4.4.7 – Emergency Preparedness and Response</strong></td>
<td>TPP001, Emergency Preparedness Plan</td>
</tr>
<tr>
<td><strong>4.5 – CHECKING</strong></td>
<td>SPP011, Measurement and Analysis</td>
</tr>
<tr>
<td><strong>4.5.1 – Monitoring and Measurement</strong></td>
<td>SPP032, Control of Inspection, Measurement and Test Equipment</td>
</tr>
<tr>
<td><strong>4.5.2 – Evaluation of Compliance</strong></td>
<td>ECP015, Environmental Compliance Evaluation</td>
</tr>
<tr>
<td><strong>4.5.3 – Nonconformity, Corrective Action and Preventive Action</strong></td>
<td>SPP005, Corrective Action</td>
</tr>
<tr>
<td><strong>4.5.4 – Control of Records</strong></td>
<td>SPP007, Preventive Action/Continual Improvement</td>
</tr>
<tr>
<td><strong>4.5.5 – Internal Audit</strong></td>
<td>SPP010, Records Management</td>
</tr>
<tr>
<td><strong>4.5.6 – Environmental Audit</strong></td>
<td>ECP019, Environmental Record Retention</td>
</tr>
<tr>
<td><strong>4.6 – MANAGEMENT REVIEW</strong></td>
<td>SPP004, Management Reviews</td>
</tr>
</tbody>
</table>
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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

END

No

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

Yes

EHSO

Record on EMS Regulatory/ Accreditation Log

SEP

Is it a new or existing environmental aspect?

New

EHSO

Existing

Add to Environmental Aspects List

EHSO

Environmental Aspects Impact Analysis ECP012, Environmental Aspects Mgt.

ENVIRONMENTAL MANAGEMENT SYSTEM DIAGRAM

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

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

Evaluate Effectiveness of EMS
- Audits (SPP008)
- Compliance Evaluation (ECP015)
- Measurement and Analysis (SPP011)

Develop Summaries for Priority Significant Environmental Aspects
- Operational Controls (ECP014)
- Compliance Evaluation Method (ECP915)

Select Environmental Objectives & Targets and establish programs to achieve and track (ECP012, SPP003)
- Responsibilities
- Time Frame
- Monitoring & Measurement Needs
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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
Environmental, Health & Safety Officer 10/3/06 Date