

- INTRODUCTION TO THE
INTEGRATED MANAGEMENT
SYSTEM

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INTEGRATED MANAGEMENT SYSTEM

- Single management system utilized by health facilities to manage their organization's processes or activities.

WHY THE NEED FOR INTEGRATED MANAGEMENT SYSTEM

- Increased Management System Requirement.
- Improved Effectiveness.
- Cost Reduction.
- Less Redundancy and Conflicting.

CHALLENGES FOR IMS

- Absence of competency, skills knowledge in the company.
- Security and comfort level with already existing management systems managed separately.
- Systems are separated managed by different people and fear of loosing position.

BENEFITS OF IMS

- Enhanced operational performance.
- Higher motivation of staff.
- Minimized cost.
- Less number of external and internal audits.
- Improved confidence of customers and employee.

- INTRODUCTION TO ENVIRONMENTAL MANAGEMENT SYSTEMS

An EMS is *Environmental*

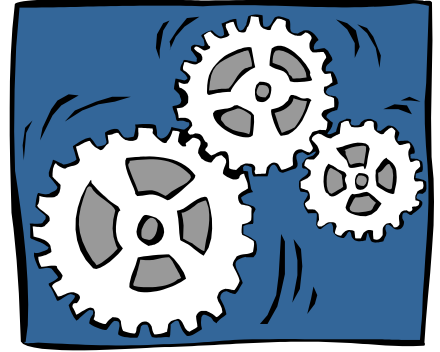
- Facilitates environmental compliance.
- Addresses environmental impacts.
- Broadens environmental responsibilities to all whose work can have a significant impact on the environment.
- Environmental office has technical expertise to contribute.



An EMS is *Management*

- Must have commitment of top managers.
- EMS owned by facility manager.
- Must be consistent with other management systems.

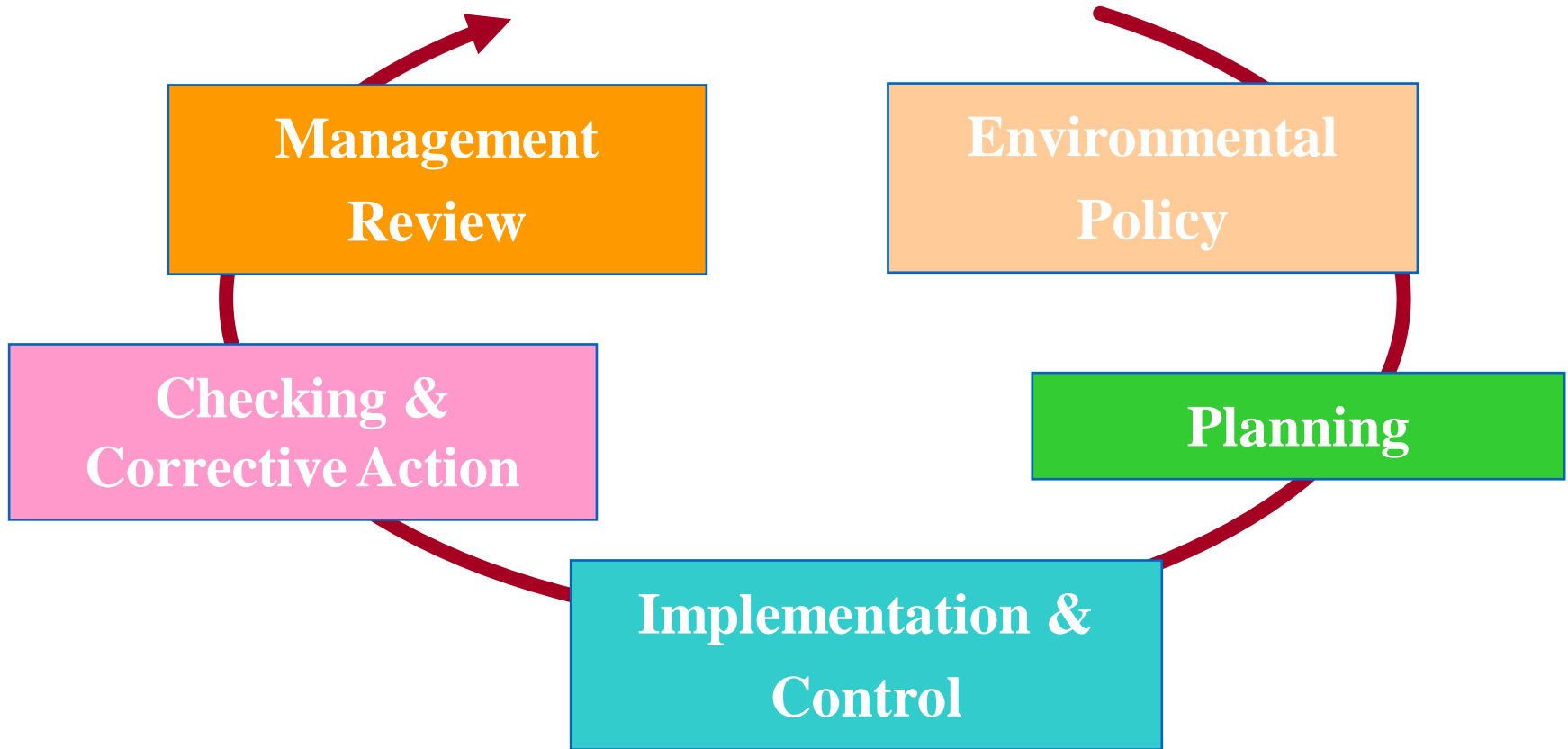
An EMS is a *System*



- Requires awareness of formal structure.
- Addresses policies, procedures, programs.

ISO 14001 Components

Continual Improvement



Environmental Policy

- Issue a policy statement signed by facility manager.
- At a minimum, commit to
 - Continual improvement.
 - Pollution prevention.
 - Environmental compliance.
- Identifies EMS framework.
- Publicly available.



Planning

- Identify aspects and impacts from facility activities, products, and services
- Review legal requirements
- Set objectives and targets
- Establish formal EMS program



Implementation & Operation

- Define roles and responsibilities.
- Provide EMS training.
- Establish internal and external communication mechanisms.
- Establish document control system.
- Establish operational controls.
- Integrate with or establish emergency preparedness procedures.



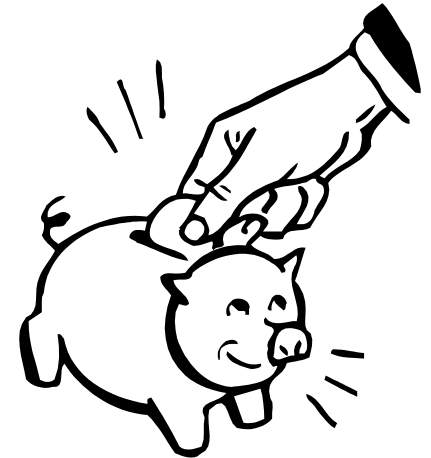
Checking & Corrective Action

- Conduct periodic monitoring of environmental performance.
- Identify root causes of findings and conduct corrective and preventive actions.
- Maintain environmental records.
- Conduct periodic EMS audit.



Benefits of an EMS

- Help maintain compliance.
- Reduce operating costs.
- Integrate environmental programs into mission.
- Increase employee involvement.
- Reduce environmental impacts.



Functions of the EMS Team

- Educate all organizations at facility.
- Conduct gap analysis.
- Collect input from employees, management.
- Plan and implement EMS.
- Interact with local community as needed.

Knowledge and Skills Needed for Team

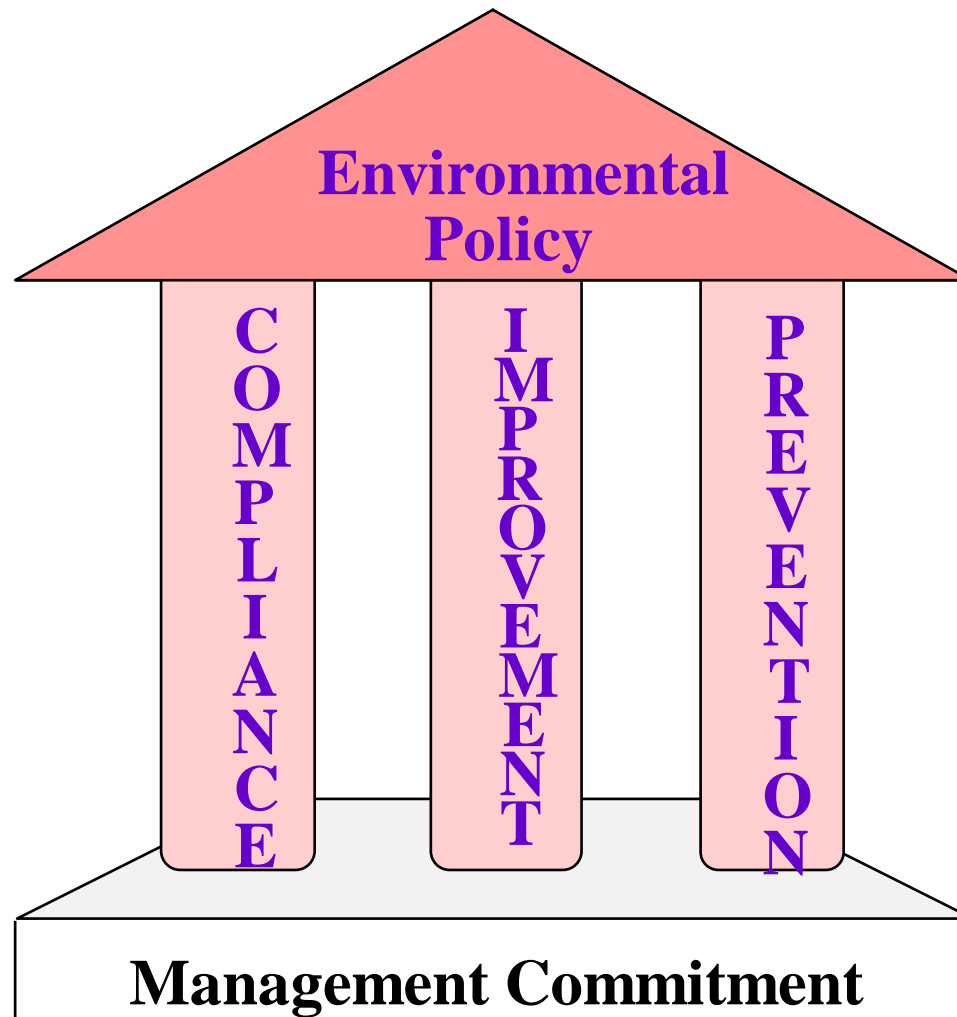
- Project management skills.
- Patience and persistence.
- Training expertise.
- Excellent communication skills.
- Process/systems knowledge.
- EMS knowledge.
- Political savvy.
- Access to top management.



Policy Statement Importance

- Demonstrates management commitment.
- Defines framework for EMS.
- Provides framework for setting objectives and targets.
- Must be appropriate to activities at facility.

ISO 14001 Requirements



Gap Analysis

What is gap analysis?

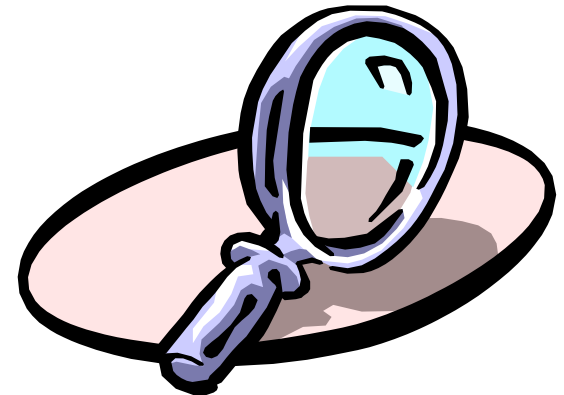
A *gap analysis* is a process used to assess the current state of your facility's EMS.

Purpose of a Gap Analysis

- Identify gaps between your current management systems and the EMS standard.
- Collect policies, procedures, programs and personnel that support the current EMS.
- Establish a list of actions to achieve conformance with the standard.

Steps in a Gap Analysis

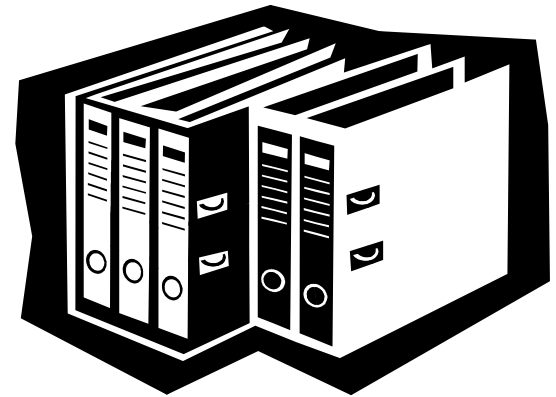
- Document review.
- Staff interviews.
- Identify and document gaps.



Document Review

Examples of relevant documents:

- Environmental policy statements.
- Other policy statements.
- Mission statements.
- SOPs.
- Position descriptions.
- Training materials.



Staff Interviews

- Identify organizational structure.
- Identify requirements to fulfill mission.
- Determine awareness of staff of EMS.
- Awareness of environmental programs and goals.

Identify and Document Gaps

- Compare with EMS elements.
- Make a list of specific actions to close gaps.



Potential Environmental Legal Requirements

- Natural and Cultural Resource regulations.
- Pollution Prevention Act.
- Historical Preservation regulations.

EMS and Environmental Compliance

- Commitment to compliance is a key part of an EMS.
- Achieve compliance through application of source reduction techniques.
- Use EMS to direct resources to source reduction projects that address compliance issues.

Updating Legal Requirements

- Required by ISO 14001.
- Regular review of regulations.
- Distribution to appropriate personnel.



Objectives and Targets

An EMS *objective* is an overall goal arising from the environmental policy statement set by the organization.

An EMS *target* is a detailed measurable performance requirement related to the objective.

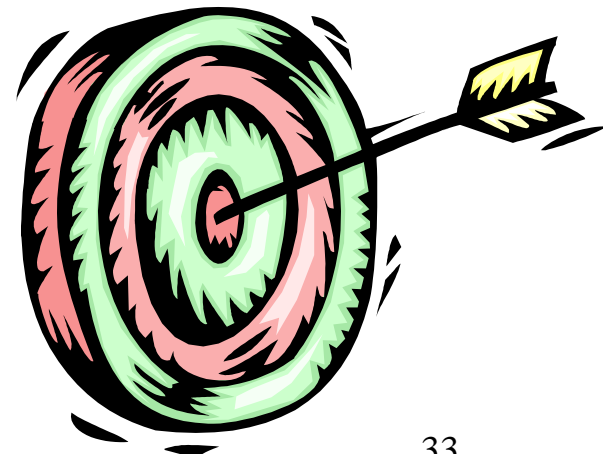
Organizations Shall Consider:

- Legal and other requirements.
- Significant environmental aspects.
- Technological options.
- Financial, operational and business requirements.
- Views of interested parties.



Setting Objectives and Targets

- Start with Planning data.
- Options for identifying objectives:
 - Goal setting workshop
 - EMS Coordinator recommendations
 - EMS Team recommendations
 - Management Priorities

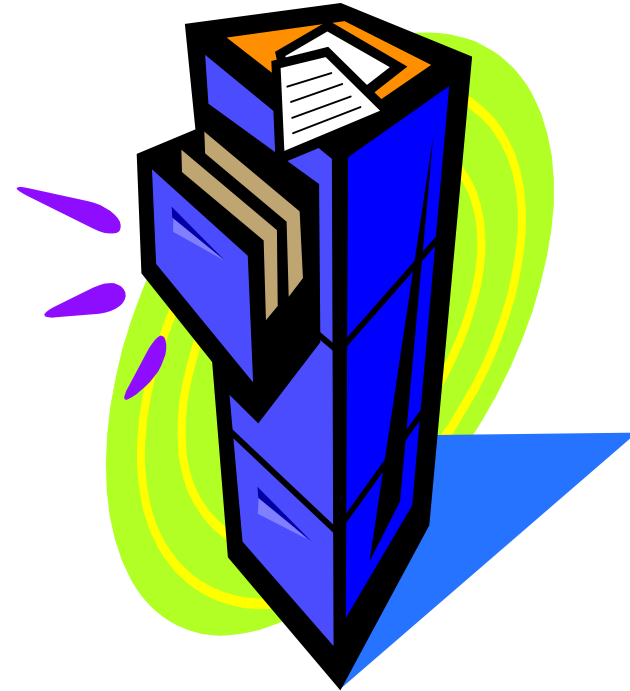


LINKING OBJECTIVES TO PROGRAMS

- Start with EMS objectives.
- Match programs to objectives.
- Review current programs for non-conformance.
- Correct non-conformance in programs.
- Initiate new programs for objectives without existing programs.

Records

- ✓ Procedures must be maintained for the identification, storage, protection, retrieval, retention and disposal of environmental records.
- ✓ Records must be maintained to demonstrate conformance to EMS requirements and the results achieved.



- **THANK YOU**