 MERCY HOSPITAL	HOSPITAL POLICY AND INFORMATION MANUAL		
Security Policy Page 1 of 7		Date Issued: Date Last Revised: Next Review Date: Approved By:	8/96 7/10, 2/13 2/16 Policy Committee

Key Words: Security

Policy Applies to:

All staff employed by Mercy Hospital.

Related Standard:

EquiP4 3.2.5 – security management supports safe practice and a safe environment

Rationale:

Mercy Hospital is committed to ensuring that we plan and manage the security of staff, patients, visitors, buildings and related infrastructure.

Definitions:

Security: precautions taken to keep somebody or something safe from crime, attack, or danger.

Objectives:


- To ensure safe practices and a safe environment within Mercy Hospital around personal, physical, computer and procedural security;
- To ensure all staff are aware of the security in place at Mercy Hospital.

Implementation:

- Personal security violence, aggression & harassment - via the family violence policy and/or the In House rules disciplinary processes; Visitors policy;
- Physical security – Refer Appendix 1 - Safe Working Conditions Information and Appendix 4 (Alarm Bells) of the Emergency Plan
- Computer security – Refer Information Communications Technology policy
- Procedural security – Refer Medicines Management policy; Document Control policy; Clinical Records Management policy; Privacy/Release of Information policy; Information Management policy.

Evaluation:


- Via the incident forms reviewing the number of reported incidents that are related to
 1. Thefts/risk /security
 2. Aggression
 3. Security doors

 MERCY HOSPITAL	HOSPITAL POLICY AND INFORMATION MANUAL	
Security Policy Page 2 of 7	Date Issued: Date Last Revised: Next Review Date: Approved By:	8/96 7/10, 2/13 2/16 Policy Committee

Associated Documents

Internal

- [Family Violence Policy](#), Hospital Policy and Information Manual
- [In house rules](#); Human Resource Manual, Section 7 – Disciplinary
- Emergency Plan. \..\Hospital Policy and Information Manual\Hospital Policies\Disaster-Emergency\Appendix 7 - Alarm Bells Plant and equipment alarm station.doc- Alarm bells (Appendix 7)
- [Information Communications Technology Policy](#), Hospital Policy and Information Manual
- [Medicines Management Policy](#), Nursing Services Policy Manual
- [Document Control Policy](#), Hospital Policy and Information Manual
- [Clinical Records Management Policy](#), Hospital Policy and Information Manual
- [Information Management Policy](#), Hospital Policy and Information Manual
- [Privacy/Release of Information Policy](#), Hospital Policy and Information Manual
- [Visitors Policy](#), Hospital Policy and Information Manual
- Mercy Hospital Staff Orientation book

 MERCY HOSPITAL	HOSPITAL POLICY AND INFORMATION MANUAL		
Security Policy Page 3 of 7		Date Issued: Date Last Revised: Next Review Date: Approved By:	8/96 7/10, 2/13 2/16 Policy Committee


Safe Working Conditions at Mercy Hospital

Mercy Hospital has an electronic security system in place at strategic locations. This includes:

- A 24-hour CCTV surveillance of specific areas. These cameras can be viewed in the Nursing Station, McAuley Ward or from the main Server Room.
- Security doors - The doors are accessible by security tabs which are issued to approved users and access is selective. Security doors throughout the hospital are locked as follows:

<u>Area</u>	<u>Times Locked</u>	<u>Locked At All Times</u>
Main Hospital & Ambulance Entrance	<ul style="list-style-type: none"> Monday to Friday - Between 8.30pm and 6.30am Saturday 8.30pm to 8.00am Sunday 8.30pm to 8.30am 	
Loading Dock		√
Theatre Suite	Between 7.00pm and 7.00am Monday to Friday and all weekend	
Lower Ground door to outside (adjacent to HR/Support Manager's Office)		√
Link door to Marinoto Clinic (1 st Floor)	Between 6.00pm and 8.00am Monday to Friday and all weekend	
Stairs to Lower Ground	Locked between 6.30pm and 6.30am Monday to Friday and all weekend	
Administration Area	Locked between 3.00pm and 8.00am Monday to Friday and all weekend	
Day Surgery Unit	Locked between 5.00pm and 8.00am and all weekend.	
Link door to Marinoto Clinic & Ground floor	Locked between 8.30pm and 6.30am Monday to Friday and all weekend	
Rear stairs 2 nd floor/1 st floor		√

First Security Services are engaged to provide a security service to ensure the security and safety at all times of Mercy Hospital Staff, and the security of all buildings and grounds during the times scheduled.


 MERCY HOSPITAL	HOSPITAL POLICY AND INFORMATION MANUAL		
Security Policy Page 4 of 7		Date Issued: Date Last Revised: Next Review Date: Approved By:	8/96 7/10, 2/13 2/16 Policy Committee

Daily security schedule is as follows: Monday – Sunday

- 20.30hrs Report to Reception sign log book – escort reception staff to car if required
Lock up Marinoto Clinic- all exterior doors then conduct a full site inspection of the clinic,
- Check Mercy Care East Ensure Doors are locked and lights are out Mondays & Wednesday
- Check Marinoto house ensure lights are off and front door is locked. Do a walk around car park and perimeter of the building. Do an inspection of the ground floor and lower ground floor.
- Check in with ward staff on Floor 1- if no escorts are required sign out
- NB Staff members will always require escort off site at 21.30pm Tuesday, Wednesday and Thursday.
- Guard to collect Housekeeping staff from Mercy Care East building at 21.35 and escort them back to hospital Tuesday Thursday and Fridays
- 22.30hrs Sign log book Security check of Marinoto clinic, windows, lights, doors. Security check of Lower ground floor check windows, exit doors and lights. Escort any cleaning staff off site if required
- 22.45hrs Oversee staff coming on duty via the ground floor ambulance entrance. Security check of ground floor.
- 23.00hrs Escort Cleaning staff off site if required
- 23.15hrs Check in with staff on floor 1 escort staff off site to their cars.
- Final check of perimeter of building, grounds, house and Mercy Care East sign out.

One further drive through of the site at some stage during the night.

First Security are available to respond on request at all other times.

	HOSPITAL POLICY AND INFORMATION MANUAL		
Security Policy Page 5 of 7	Date Issued:	8/96	
	Date Last Revised:	7/10, 2/13	
	Next Review Date:	2/16	
	Approved By:	Policy Committee	

Notifiable Matters As Listed Below

In the interest of safety for patients, staff and visiting personnel, staff are asked to notify their immediate Charge Person or Head of Department and document on a Hospital Incident form in the event of the following situations.

1. Unauthorised Persons/Suspicious Behaviour

Any staff member observing suspicious or unusual behaviour exhibited by anyone on site.

2. Violent Behaviour – Patient/Visitor

Any violent or aggressive behaviour exhibited by anyone on site.

3. Loss of Property/Theft

In the event of loss of property and/or suspected theft. Appropriate personnel will take action –

- e.g. circulate notice seeking further information
- interview staff
- notify Police if deemed necessary.

Police Matters

In any circumstance where staff are threatened by intruders or are suspicious of any person's behaviour, the police should be notified immediately by dialling 1111. All incidents must be documented on a Hospital Incident Form.

General


Each department is responsible for closing all windows and locking doors within non clinical areas before going off duty.

It is the responsibility of every individual when using the locked entrance to ensure the door is shut firmly otherwise the hospital security system is compromised.

All doors are readily accessible for fire evacuation.

Entrance to Intensive Care Unit is opened and secured by Hospital main receptionist as required.

Instructions for the out of hours use of the security doors on the lower ground loading dock and the ambulance entrance are on the handle of the security telephone, McAuley Ward.

 MERCY HOSPITAL	HOSPITAL POLICY AND INFORMATION MANUAL	
Security Policy Page 6 of 7	Date Issued: Date Last Revised: Next Review Date: Approved By:	8/96 7/10, 2/13 2/16 Policy Committee

Visitors are not to be admitted to the hospital after visiting hours unless there are special circumstances and this has been prearranged with the nursing staff.

Grounds & Car parking

Mercy Hospital will endeavour to ensure that all areas of the car park and associated path ways are kept well maintained and lighting is adequate. Staff Parking is via the service entrance off Newington Avenue and at the rear of the Hospital. Staff arriving for night shift or PM cleaning shift are advised to park in the patient and visitors' car park to ensure enhanced security. Should you notice any issue with the lighting or maintenance of pathways in the grounds please report this matter as soon as possible

Keys

All external doors have security tag access. In the event of a systems failure, Mercy Hospital can be accessed by Executive with the "master" key via the loading dock door.

Hospital Keys

The receptionists are charged with the responsibility of the safe-keeping of the various keys which are listed as being kept in the locked key cupboard at rear of Reception. Requests for keys are issued once the receiver has signed out the key. This must then be signed back into the Key Cupboard by the receptionist on duty

Any loss is to be reported to the Chief Executive Officer, Support Services Manager or the on call Executive Member.

These keys all give access to restricted areas within the hospital; therefore it is important that the keys are only given to those who have authority to access any given area.


Any request for keys must be in writing to Support Services Manager. This must be noted on the Key Register and the incumbent must sign acceptance of responsibility for the issued key.

Locker Keys

Staff members who are given lockers will also have a locker key. Lost keys will be replaced at a cost to the key holder.

Security Tag Keys

Approved personnel and consultants are issued with security system picture swipe card. Lost swipe cards are to be reported immediately to Facilities Team Leader. Replacement cost of \$30.00 will be charged.

 MERCY HOSPITAL	HOSPITAL POLICY AND INFORMATION MANUAL		
Security Policy Page 7 of 7		Date Issued: Date Last Revised: Next Review Date: Approved By:	8/96 7/10, 2/13 2/16 Policy Committee

<p align="center">HOSPITAL SECURITY IS DEPENDENT ON EVERY STAFF MEMBER</p>
