

Policy Applies to:

- All Mercy staff.
- Credentialed Specialists, Contractors, Visitors and Patients compliance will be facilitated by Mercy staff.

Related Standard:

- Ngā Paerewa Health and Disability Services Standard 4.2
- Health and Safety at Work Act, 2015.

Rationale:

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

Cultural Considerations:

No cultural consideration identified.

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 Campus regarding personal and physical security.
- To ensure all staff are aware of the security in place on Mercy Campus.

Implementation:

- Personal security - violence, aggression & harassment – Refer:
 - Patient Family Violence policy
 - Section 7 – HR Guidelines
 - Visitors Policy
 - CCTV Policy.
- Physical security – Refer:
 - Security policy Appendix 1 - Safe Working Conditions Information
 - Emergency Management policy - Appendix 12 (Alarm Bells) 14 (Bomb threat checklist) 4 (emergency procedure charts) Appendix 13 (Victim/witness memory form)
- Computer security – Refer Information Communications Technology Security policy.
 - Cyber awareness training
- Procedural security – Refer:
 - Medicines Management Policy
 - Document Control Policy
 - Clinical Records Management Policy
 - Privacy/Release of Information Policy
 - Information Management Policy.
- Is included as part of the Emergency training that is completed annually for all staff.

Evaluation:

- Via the incident system reviewing the number of reported incidents that are related to:
 1. Thefts/security breach
 2. Personal security issues
 3. Security doors
 4. Privacy.
- Annual Security Audit
- Privacy Audit

Associated Documents

External

- Guidelines for the Safety of Staff from the Threat of Robbery, Department of Labour, November 2011.

Internal

- Family Violence Policy
- Human Resource Guidelines
- Emergency Management Policy – Appendices 4,12, 13&14
- Information Communications Technology Security Policy
- Medicines Management Policy
- Document Control Policy
- Clinical Records Management Policy
- Information Management Policy
- Privacy/Release of Information Policy
- Visitors Policy
- Mercy Hospital Staff Orientation book
- CCTV Policy