

## Policy Applies to:

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

## Related Standard:

- EQuIP Standard Criterion: security management supports safe practice and a safe environment
- Health and Safety at Work Act, 2015.

## Rationale:

Mercy is committed to ensuring that we plan and manage the security of our 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 Campus around personal, physical, computer and procedural security;
- To ensure all staff are aware of the security in place at Mercy Campus.

## Implementation:

- Personal security - violence, aggression & harassment – Refer:
  - Family Violence policy
  - Section 7 – HR Guidelines (Employment Relations)
  - Visitors Policy
  - CCTV Policy.
- Physical security – Refer:
  - Security policy Appendix 1 - Safe Working Conditions Information
  - Emergency Management policy - Appendix 3 (Alarm Bells).
- Computer security – Refer Information Communications Technology Security policy.
- 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 forms reviewing the number of reported incidents that are related to:
  1. Thefts/security breach
  2. Personal security issues
  3. Security doors
  4. Privacy.

## Associated Documents

### External

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

### Internal

- Family Violence Policy
- In house rules; Human Resource Guidelines, Section 7 - Employment Relations
- Emergency Management Policy - Alarm bells (Appendix 3)
- 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
- Hospital Closedown Pack
- CCTV Policy