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

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 around personal, 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 )
    - 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
- In house rules; Human Resource Guidelines, Section 7 –
- 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