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

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).
- 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