



POLICY & PROCEDURES DOCUMENT

POLICY TITLE: SAFETY AND SECURITY POLICY

POLICY NUMBER: 11.5

POLICY STATEMENT:

The Lyell McEwin Regional Volunteer Association is committed to the safety of its workforce and the protection of their personal property

EXPECTED OUTCOMES:

- ☛ Work practices developed that minimise the risk of potential or real injury through incidents of aggression
- ☛ Work practices developed that minimise the loss of personal, Association and LMHS property
- ☛ Clear reporting guidelines in place for times when an incident does occur
- ☛ There shall be an environment of security awareness amongst all Volunteer Association personnel

PROCEDURES (To implement Policy)

1. IDENTIFICATION

All volunteers and staff of the Volunteer Association who work in the Lyell McEwin Health Service and its agencies are required to have appropriate identification i.e. an Identification Badge that is worn at all times in a visible position on the persons clothing with the photo side facing, whilst working on the premises. Refer to LMRVA Policy 5.2

2. SECURITY PATROLS AND VOLUNTEER ESCORTS - AFTER HOURS

- 2.1 Contracted Security Guards provide regular patrols around the Hospital campus and check that areas are locked and secured.
- 2.2 Any volunteer or staff member working after daylight hours may request the services of a security guard to escort them to or from their vehicle within the Hospital boundary. Escorts to vehicles can be arranged by contacting the security control room on extension 29967.

3. MANAGEMENT OF UNACCEPTABLE AGGRESSIVE BEHAVIOUR

- 3.1 There is an Emergency Response Team that provides assistance to anyone who feels threatened or feels that another member of staff, a patient, or a visitor is threatened. The Emergency Response Team is summonsed by either dialling the emergency number **33#** or activating duress alarms where provided.
- 3.2 Volunteers and staff involved in aggressive incidents should report the incident immediately to their Area Manager and/or the Executive Officer who will assist them to complete a Volunteer Association Incident Report form.

4. DURESS ALARMS

- 4.1 Duress alarms are located in high-risk areas throughout the organisation (including the Kiosk and PSG areas) Managers and staff are required to be familiar with the locations in their work areas.
- 4.2 Duress alarm when activated goes through to Police Security, and to the Security Control Room. Police Security will then notify the Security Control Room of the location of the alarm. During the hours of 0800 - 2000 Switchboard will activate a "Code Black" Emergency Response. After hours the Code Black will be activated by the Security Control Room
- 4.3 If a duress alarm or an intruder alarm has been set off accidentally staff must immediately notify the Control Room on 29967. To ensure the call is genuine the Emergency Response Team will attend and upon verification will advise the Control room to notify Police Security.

5. EMERGENCY FIRE EXITS

- 5.1 Emergency Fire Exit doors are connected to the alarm system and must only be used in an emergency situation.

6. SECURITY OF STAFF / VOLUNTEER PROPERTY

- 6.1 Volunteers should not bring large amounts of money or valuables to work. Volunteers are advised to keep their personal effects safely secured at all times whilst at work.
- 6.2 The organisation does not accept liability for any loss of personal property. Any article that is lost or presumed stolen should be reported to the Area Manager. An Incident Report Form should then be completed.

7. REPORTING SECURITY BREACHES

To ensure that all security breaches are reported and acted upon:

- 7.1 Volunteers are encouraged to report any suspicious or unusual activity such as vandalism, graffiti or any other activity as defined under the definitions, to the Security Control Room on 29967 for action and follow up.
- 7.2 A LMRVA "Incident Report Form" is to be completed and sent to the Executive Officer
- 7.3 Incident Forms are available from the Volunteer Administration Office of via Area Managers.

8. ISSUING AND CONTROL OF KEYS

- 8.1 The overall management and issuing of keys is the responsibility of the administration staff, Engineering & Building Services.
- 8.2 Departmental Heads are responsible for the management and authorisation of keys issued to staff within their areas of responsibility.

9. AREA MANAGER ASSESSMENT OF SITUATION

- 9.1 Area Managers should keep an up to date roster of all volunteer staff working on each shift to ensure they are all accounted for should a major security issue arise and evacuation need to take place
- 9.2 Area Managers should report any security breach to the Executive Officer as soon as is practical after the incident

Policy adopted by Board of Governance: 19th May 2005

Last reviewed 21st February 2008

Policy Approved:
Geoff Whatley - President

Consultation:

- Policy Sub-Committee
- Board of Governance
- Security Manager LMHS
- LMHS Policy documents