Security Toolkit: Appendix C

Visit: **pshsa.ca/workplace-violence**

SAMPLE LIST OF SECURITY RELATED POLICIES AND PROCEDURES

HOW TO USE THIS TOOL

Complete the workplace violence risk assessment and the security program self-assessment to determine what security policies and procedures are needed or required by your organization. Use the following list to help develop them. Note that this is not an all-inclusive list, and that policies and procedures will depend on whether or not the organization has onsite security personnel, as well as the nature of the work and locations.

1. The designated security administrator collaboratively with the multi-disciplinary committee and other stakeholders may complete this checklist.

2. Determine whether the organization should have:

    a. Policies and/or procedures that apply to the entire organization

    b. Or security services specific to security guards or security departments

    c. Or whether the policy and procedures in the table below are not applicable.

    Use a check mark to indicate which policies and procedures are needed. Check all that apply. In some cases there may be organizational and/or security-service-specific policies and/or procedures on the same topic.

3. Provide comments as needed for discussion at your organization.

4. The multi-disciplinary committee may choose to provide recommendations to senior management regarding needed policies and/or procedures.

Name of Policy / Procedure	Organization	Security Services	Not Applicable	Comments
Access Control				
Approaching a Person of Interest				
Arrests				
Call for Assistance and Service				
Closed-Circuit Television (CCTV)				
Code of Conduct				
Code of Ethics				
Communications and Education Initiatives				
Community and Home Health				
Complaints Process				
Computer Use				
Confidentiality				
Co-op Students				
Critical/Fatal Injury Response — securing the scene				
Deliberate Damage to Hospital Property				
Departmental Responsibilities — Security				
Documentation, record keeping — e.g. memo books				

Name of Policy / Procedure	Organization	Security Services	Not Applicable	Comments
Dress and Deportment (Behaviour)				
Electronic Security Systems and Alarms				
Elevator Control — Grounding and Service				
Emergency Department Door Access				
Emergency Management, Codes and Response				
Employee Injury Reporting and Investigation				
Environmental Design and Renovation — Security Role				
External and Emergency Service Interaction				
Fire Panel Procedures				
Fire Protection — Red Tag Permit				
Fire Pump Testing Procedure				
Hospital Restraint Cleaning				
Hot Work Permits				
Illegal/Street Drug Disposal				

Name of Policy / Procedure	Organization	Security Services	Not Applicable	Comments
Impairment and Disorderly Conduct				
Incident Investigations and Documentation				
Incident Reporting and Documentation				
Lock ups and Unlocks				
Lockdown — Facility				
Lost and Found				
Mechanical Restraints and Seclusion				
Media Relations				
Metal Detector Use				
Minor Event Log				
Morgue Duty				
Notification of Manager				
OHS Competent Supervisor Training — Mandatory				
OHS Supervisor Awareness Training — Mandatory				
OHS Worker Awareness Training — Mandatory				
On Call Assignment List				
On Call Room System Operation				
Other				

Name of Policy / Procedure	Organization	Security Services	Not Applicable	Comments
Other				
Other				
Other				
Other				
Other				
Parking and Traffic Control				
Patient Elopement — Departure Without Notification				
Patient Management — Security Role				
Patient/Client/Resident — Non-violent Crisis Intervention				
Patrol System and Standards				
Personal Alarm System				
Pet Visitation to Hospital				
Photo Identification System				
Prisoner Patient Security				
Privacy Legislation				
Radio Protocol				
Release of CCTV and Digital Media				
Release of Incident Reports				

Name of Policy / Procedure	Organization	Security Services	Not Applicable	Comments
Reporting For Duty				
Resistance Management				
Search and Seizure				
Security Accompaniment — e.g. escort to parking lot				
Security and Safety Inspections				
Security Awareness and Training for Workplace Parties				
Security Equipment and Use				
Security Mission Statement and Management Plan				
Security Sensitive Areas*				
Security Staffing				
Security Training — Ongoing training and re-certification				
Security Training New Employee Orientation				
Travelling and staying at accommodations e.g. hotel				
Travelling in the community by vehicle, transit, on foot				
Trespassing				

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Name of Policy / Procedure	Organization	Security Services	Not Applicable	Comments
Use of Force				
Weapons — restricted and concealed				
Working Alone				

Security may participate in the following committees and teams:

- Joint Health and Safety Committee
- Workplace Violence Committee
- Emergency Codes and Response Committee
- Clinical Team — e.g. Mental Health

REFERENCES

International Association for Healthcare Security and Safety. (2012). IAHSS handbook. Illinois: IAHSS. Retrieved from < http://iahss.org/About/Guidelines-Preview.asp>

Canadian General Standards Board. (2008). Security Officers and Security Officer Supervisors, CAN/CGSB-133.1-2008. Gatineau, Canada: Canadian General Standards Board. Retrieved from https://www.scc.ca/en/standards/work-programs/cgsb/security-officers-and-security-officer-supervisors

Toronto East General Hospital, Toronto, Ontario