

CORPORATE POLICY, STANDARDS and PROCEDURE

		Page 1 of 5
<u>POLICY TITLE</u> SECURITY		<u>NUMBER</u> TBA
<u>AUTHORIZATION</u> Vice President, Corporate Services and Facilities	<u>DATE APPROVED</u> February 2008	<u>CURRENT VERSION</u> <u>DATE</u> September 2013

DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments / Changes
1.0	February 2008	Initial Policy Released
2.0	September 2013	Policy Revised

POLICY

As part of an overall strategy to continuously improve workplace security, Fraser Health will adopt and maintain initiatives that will minimize harm and protect the safety of all using or delivering our services and will preserve the assets of Fraser Health, including sensitive information by:

- Establishing management and worker support;
- Conducting physical security/risk assessments;
- Developing and implementing appropriate control measures such as physical adaptations and administrative and workplace controls;
- Implementing measures for controlling incidents when they occur and post incident management;
- Implementing measures to protect clients at risk of violence and ensuring that clients are aware of these measures;
- Implementing special provisions for specific high risk groups if required;
- Providing education and training which includes general security awareness, core-education and risk or job specific education to employees, physicians and volunteers;
- Monitoring and protecting the physical assets of the organization and investigating all losses;
- Conducting annual reviews;
- Assigning responsibility to the Integrated Protection Services department for all policy and operational matters related to security.

CORPORATE POLICY, STANDARDS and PROCEDURE

		Page 2 of 5
<u>POLICY TITLE</u> SECURITY		<u>NUMBER</u> TBA
<u>AUTHORIZATION</u> Vice President, Corporate Services and Facilities	<u>DATE APPROVED</u> February 2008	<u>CURRENT VERSION</u> <u>DATE</u> September 2013

Fraser Health is committed to providing a safe and secure environment to employees, clients, physicians, volunteers, contracted workers and visitors and to protecting property belonging to these groups and to Fraser Health.

DEFINITIONS

Integrated Protection Services Personnel – Non-contract employees of Fraser Health with overall responsibility for security policy and processes at Fraser Health sites and for managing the contract for security services.

Security Personnel – Contracted security guards trained and placed at Fraser Health sites by their contract security company and responsible for day to day security services at the site as per the contract.

Mobile Security Personnel – Contracted security guards who provide mobile patrols of and mobile emergency response to Fraser Health facilities as per the security services contract.

PHILOSOPHY

Fraser Health recognizes the requirement to ensure an appropriate security program is in place in an effort to protect those working in our facilities and programs, those receiving care, the public and the assets of the organization, including sensitive information. Everyone who works for (and on behalf of) Fraser Health has a role to play in ensuring a safe and secure environment and for safeguarding the people, property and sensitive information in Fraser Health.

RESPONSIBILITIES

- A. Executive Management Team, Executive Directors and Directors
- Uses all reasonable efforts to ensure that all levels of management are accountable for security measures and processes in their area of responsibility;

CORPORATE POLICY, STANDARDS and PROCEDURE

		Page 3 of 5
<u>POLICY TITLE</u> SECURITY		<u>NUMBER</u> TBA
<u>AUTHORIZATION</u> Vice President, Corporate Services and Facilities	<u>DATE APPROVED</u> February 2008	<u>CURRENT VERSION</u> <u>DATE</u> September 2013

- Supports the provision of prevention resources including risk assessments, education and training of employees;
- Regularly reviews the security measures for their area of responsibility.

B. Managers and Supervisors

- Ensures risk identification and assessments are completed for their work area for both people and property;
- Ensures employees attend required training programs;
- Informs employees of any risks in their area and ensures security procedures are developed and communicated to employees;
- Ensured employees are aware of resources available to them after responding to an incident (e.g. Critical Incident Stress Management, Employee and Family Assistance Program, Workplace Health, Integrated Protection Services);
- Monitors security hazards in their area and facilitates any required corrective action.

C. Employees/Physicians

- Follows established security policies and protocols;
- Attends prescribed education and training programs where applicable;
- Reports all security hazards and incidents to the manager/supervisor/security and completes relevant documentation.

D. Joint Occupational Safety and Health Committee (JOSH)

- Participates in the risk assessment process so as to identify situations that may be unsafe and advises on effective systems for responding to those situations;
- Participates in inspections, investigations and inquiries;
- Reviews incident statistics on a regular basis;

CORPORATE POLICY, STANDARDS and PROCEDURE

		Page 4 of 5
<u>POLICY TITLE</u> SECURITY		<u>NUMBER</u> TBA
<u>AUTHORIZATION</u> Vice President, Corporate Services and Facilities	<u>DATE APPROVED</u> February 2008	<u>CURRENT VERSION</u> <u>DATE</u> September 2013

- Reviews any unsafe situations referred to the committee and makes recommendations accordingly.

E. Integrated Protection Services

- Takes a leadership role in ensuring a comprehensive security program is in place in Fraser Health;
- Provides consultation, education and subject matter expertise on the protection of Fraser Health;
- Fosters relationships and acts as a liaison with external community agencies such as police and correctional agencies;
- Manages security contract to ensure that the security service provider is fulfilling contracted responsibilities;
- Regularly reports and provides relevant information pertaining to security and protection including incident trending and analysis;
- Promotes a culture of security within all levels of the organization including the promotion of personal security for all Fraser Health employees, physicians, contracted workers and volunteers;
- Conducts risk and threat assessments;
- Ensures the appropriate provision of Security Personnel, Mobile Security Personnel, Security technology and engineering controls to support the mitigation of risk to people and property in a particular environment;
- Provides trained management personnel to implement safety measures for clients, employees, physicians, contracted workers or volunteers deemed to be at risk;
- Conducts investigation of property loss and other significant events and recommends corrective action.

CORPORATE POLICY, STANDARDS and PROCEDURE

		Page 5 of 5
<u>POLICY TITLE</u> SECURITY		<u>NUMBER</u> TBA
<u>AUTHORIZATION</u> Vice President, Corporate Services and Facilities	<u>DATE APPROVED</u> February 2008	<u>CURRENT VERSION</u> <u>DATE</u> September 2013

F. Workplace Health

- Provides advice and guidelines to managers and employees to assist with regulatory compliance with security requirements;
- Supports appropriate education and training to be made available for all employees;
- Coordinates the delivery of standardized training and education programs;
- Evaluates programs annually in conjunction with Protection and Emergency Management and JOSH committees;
- Makes provisions for all new employees to receive necessary training;
- Provides statistical information on incidents to JOSH committees for review;
- Conducts risk assessments in conjunction with Protection and Emergency Management.

REFERENCES

- Fraser Health's "Authorization and Use of Closed Circuit Television (CCTV)" Policy
- Fraser Health's "Confidentiality and Security of Personal Information" Policy
- Fraser Health's "Emergency Management Business Continuity" Policy
- Fraser Health's "Identification" Policy
- Fraser Health's "Management of Targeted Violence" Policy
- Fraser Health's "Security of Prisoners" Policy
- Fraser Health's "Theft, Fraud and Corruption" Policy
- Fraser Health's "Violence Prevention" Policy
- Ministry of Health Policy Communiqué #2005-01-"Prevention and Management of Aggression and Violence in the Healthcare System"