

Security Policy

Document Type	Policy
Function	Corporate Administration, Management and Governance
Directorate(s)	Organisation Wide
Department(s) affected	All departments, services and units
Applicable for which patients, clients or residents?	All staff, patients, contractors, general public
Applicable for which staff members?	All staff and contractors including external contractors and volunteers
Key words (not part of title)	n/a
Author – role only	Security Manager
Owner (see ownership structure)	Owner: Chief Financial Officer Issuer: GM Commercial and Non-Clinical Services
Edited by	Document Controller
Date first published	December 2002
Date this version published	18 February 2017 – updated
Review frequency	6 monthly during the Security for Safety Programme. Every 2 years thereafter as per Government Protective Security Requirements (PSR) best practice as at 2017.
Unique Identifier	PP01/F&E/030 – v03.00

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1. Introduction

- 1.1 In order to maintain a safe and secure environment on Auckland District Health Board (DHB) sites, security arrangements are in place. This policy outlines such arrangements.

2. Policy purpose

- 2.1 This policy:
- ensures workers are aware of their responsibilities relating to security within Auckland DHB sites and facilities
 - notes processes in place to ensure the safety and security of workers, patients, and visitors is maintained
 - demonstrates how Auckland DHB and security services support the Health Board's values.

3. Policy statements

- 3.1 The Auckland DHB will provide security services. These security services will meet industry requirements, certification of compliance, and personnel specifications including but not limited to:
- surveillance; video and patrols
 - providing a security presence, including responding to Code calls and planning security services for special events
 - responding to breaches in security, including enforcing security policies and reporting of potential or actual breaches
 - buildings; including access administration and management, monitoring and policing of onsite car parking areas and traffic
 - presence during large cash collection
 - communicating standards, rules, and regulations
 - personnel; security services and workers, and responding to complaints about security services or personnel.
- 3.2 The Auckland DHB supports the use of Closed Circuit Television (CCTV) and Access Control systems for the purposes of fulfilling its safety and security commitments and obligations.
- 3.3 Any criminal activity detected will be referred to New Zealand Police for investigation.

4. Scope

- 4.1 This policy applies to all Auckland DHB workers, patients, and visitors.
- 4.2 This policy applies to all Auckland DHB sites and includes workers working outside the formal Auckland DHB locations.
- 4.3 This policy does not include Information Security, CCTV, Security ID-Cards, or Medication Management as these are covered elsewhere.

5. Definitions

5.1 The following definitions are provided to clarify terms used in the Security Policy

Term	Definition
CCTV	All aspects of the Closed Circuit Television (CCTV) System used by, for, or on behalf of the Auckland DHB for security purposes - including the design, installation, operation and management of any hardware, equipment, software, cabling, associated IT and communications, control and monitoring centre and any information created by the system.
Incident	An event where there is a credible imminent prospect of, or there has been a breach of security or imminent threat of harm.
Procedures	Generally - Standard Operating Procedures, being the documented processes to be followed in association with security arrangements and security incident interventions.
Property	Buildings, plant and equipment, Auckland DHB vehicles, revenue, information, property and chattels, land, and such directly associated with DHB operations.
The Public	Members of the public who use the Auckland DHB's facilities.
Safety	Freedom from real and perceived harm from criminal threats.
Security	Protective arrangements intended to provide safety; and prevent property crime.
Standards	Mandatory performance requirements associated with any aspect of the security systems that must be met, which are linked to the requirements of the Privacy Act.
Visitor	Person's including patient visitors, whānau, business visitors and members of the public visiting the Auckland DHB sites.
Worker	"Worker" refers to all employees, Auckland DHB contractors, external contractors, and members of partner organisations working on Auckland DHB premises including students and volunteers.

6. Responsibilities

6.1 The Auckland DHB

The Auckland DHB is responsible for providing security services as per [section 3](#).

6.2 Workers

All workers must comply with policies and procedures pertaining to security at Auckland DHB sites including but not limited to:

- ensuring their own safety and security while at Auckland DHB sites
- adhering to the Security ID-Card policy for example, workers must be identifiable as per the Security ID-Card policy
- acting in accordance with related policies including providing only authorised access of controlled areas to others and 'Code' procedures
- participate in background checks and pre-employment screening as required
- minimising security risk by being vigilant and ensuring appropriate information is made available to visitors and contractors

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- reporting any breaches in security to their manager or security for example, damage to hospital property, theft, unauthorised people in restricted areas, suspicious behaviour.

6.3 Visitors

All visitors are responsible for complying with Auckland DHB security arrangements including access to restricted areas and registering with Security when staying on-site between 8pm and 6.30am, seven days a week.

6.4 General Managers

Each General Manager (or senior manager on site) is responsible for security within their directorate and associated facility (-ies).

7. Associated documents

7.1 The table below references documents associated with this policy.

The DHB wishes to comply with the legislation applicable to the operation and management of its security systems, principally the [Privacy Act 1993](#), which safeguards the privacy of individuals. Other relevant legislation is also referenced below.

Type	Title
Policy	Behaviours of Concern (BOC) Patient Observation
	Closed Circuit Television (CCTV) System Policy – under development
	Clinical records Management
	Code Orange Calls
	Code of Rights
	Complaints Management
	Conduct Standards
	Discipline & Dismissal
	Documents and Records Retention
	Fire and Emergency Management
	Health & Safety Hazard Identification and Risk Assessment Guideline
	Key Management
	Lone Worker in Community Setting
	Lost Property Process
	Media
	Occupational Health & Safety (OH&S) Occurrence
	Partner Abuse Intervention – Family Violence
	Prison and Police Officer Escort
	Restraint Minimisation & Safe Practice
	Security ID-Card Policy
Smokefree (and vaping)	
Trespass Notice	
Valuables, Property and Taonga	
Valuables, Property and Taonga – Te Whetu Tawere (TWT)	
Workplace Violence and Aggression Management	

Legislation	Health and Safety at Work Act 2015
	Health Information Privacy Code, 1994
	Human Rights Act 1993 (s.42)
	New Zealand Bill of Rights Act 1990
	Office of the Privacy Commissioner NZ
	Official Information Act 1982
	Private Security Personnel and Private Investigators Act 2010
	Protective Security Requirements
	Public Records Act 2005
	The Health & Disability Commissioner (Code of Health & Disability Services Consumers' Rights) Regulations 1996

8. Corrections and amendments

The next scheduled review of this document is as per the document classification table (page 1). However, if the reader notices any errors or believes that the document should be reviewed **before** the scheduled date, they should contact the owner or [Document Controller](#) immediately.