

North York General Hospital Policy Manual

Security Procedures

NUMBER: III-h-50

CROSS REFERENCE:

ORIGINATOR: Manager of Protection Services

APPROVED BY: Operations Committee

ORIGINAL DATE APPROVED: Jun 1983

DATE REVIEWED/REVISED: Dec 2015

DATE OF IMPLEMENTATION: March 2016

PAGE 1 OF 1

PROCEDURE

1. All staff, physicians, volunteers and service personnel are required to wear official Hospital identification while on duty and to further identify themselves on request of staff, patients and members of the public.
2. All staff are asked to be on the alert for people who appear to be in areas they ought not to be, or who are engaging in activities that do not seem appropriate to their presence in the Hospital. In the event of such observations staff are requested to politely enquire of the individual(s) as to their purpose and/or to contact a Hospital Security Guard. Any suspicious activity should be immediately reported to a Security Guard.
3. When contact with a Security Guard is required:
 - General Site **x6049**
 - Branson **x6040**
 - Seniors Health Center & Phillips House **x15-6049**
 - If the Security Office is unstaffed, request Telecommunications to page a Security Guard.
4. If Hospital-owned supplies, materials or equipment (including discarded or disposed of Hospital-owned supplies, material or equipment, excepting cardboard boxes) are to be taken from the premises for any reason, a dated "pass" (letter or note) must be obtained from their immediate supervisor and presented to any Security Officer or staff member on demand. The person who authorized the pass will be responsible for ensuring return of loaned items.
5. Staff are advised to follow the procedure set out in 4 above if personal property which could be mistaken to belong to the Hospital is to be removed from the site. It is preferred that staff not bring such items on site in the first place, however, when it has been done staff must accept that they are subject to being questioned prior to removal since Hospital officers are under obligation to protect the Hospital's property.
6. If Hospital equipment is lost or damaged and investigation reveals the cause to be negligence on the part of an employee, the employee will be held liable for the cost of repair or replacement.
7. If theft of any item, personal or Hospital-owned, is encountered by the staff member he/she should report it immediately to the area in which the theft occurred and/or Security should be notified immediately. Police will be notified at the discretion of the Manager of Security and Security Supervisor will assist with making the call. A full report will then be made to the Director or VP.
8. Records of keys issued including recipients' signatures will be maintained by Building Services. Keys are to be requisitioned through Building Services authorized by the Director of the department requesting the keys as per Building Services policy IX-05, Access Card Control System programed and maintained by Protection Services.