



Dr Tom Karplus
Secretary
Australian Salaried Medical Officers' Federation NSW
Locked Bag 13
GLEBE NSW 2037

Attention: Tom Karplus
asmof@asmof.org.au

Dear Dr Karplus

As discussed in the JCC the District are advertising shortly for a 6 month project manager to work consultatively with staff and unions to look at the security systems and processes across the District. The project will involve a number of working groups with representatives from all occupational groups to achieve the project scope. In addition, project manager will be working with the already established USCC for Security staff.

The project scope is to conduct a comprehensive evaluation of the following components to security systems and processes and the development and implementation of practical solutions:

1. Security Safety Culture

- a. Ownership of security safety by every employee
- b. Signage regarding security related matters
- c. Wayfinding and its impact on security systems
- d. Regular promotion and communication systems
- e. Staff training in security related topics including patient related security arrangements.
- f. Link to general safety culture strategies

2. Security Risk Assessment process

- a. Forms and documents to guide managers
- b. Forms and documents to guide security trained staff
- c. Ownership of actions from risk assessments
- d. Priority workplaces (including leased properties)

3. Physical Security Structures (assessed at each location in line with new risk assessment processes)

- a. Building access points and fencing
- b. Lighting
- c. Access control and authorisation of entry, key control
- d. Lockdown procedures
- e. Internal barriers (reception spaces, doors, etc)
- f. Maintenance systems and response to repairs

Central Coast Local Health District
ABN 88 523 389 096

Holden Street Gosford NSW 2250
Post Office Box 361 Gosford NSW 2250
Tel (02) 4320 2111 Fax (02) 4320 2477
Website www.cclhd.health.nsw.gov.au

4. Alarms and other IT systems

- a. Building intruder alarms
- b. Fixed duress alarms
- c. Individual duress alarms
- d. CCTV
- e. Maintenance systems and response to repairs

5. Patient Related Security Arrangements

- a. Patients in custody
- b. Mental Health patients
- c. Patients in Emergency Departments
- d. Searching patients and visitors – special arrangements
- e. Patient physical restraint and mechanical restraint
- f. Assessing patients with high risk security needs

6. Working away from base (home visits etc)

- a. Risk assessment processes
- b. Movement sheets or similar processes
- c. Delay in return processes
- d. Communication options

7. Security Trained Personnel

- a. Role, function and activities/tasks of security trained personnel
- b. Staffing and rostering
- c. Training – initial and ongoing for security trained personnel
- d. Culture relating to security trained personnel, within the team and other staff understanding and response to the role of security trained personnel

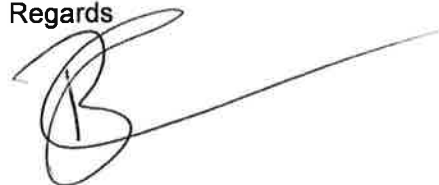
8. Security Incident response processes – eg intruder vs patient, response if weapon involved

- a. Types of incidents and the relevant response plans
- b. Police response and any related MOU's

The review project will require significant consultation with staff across the District and will take into account the various action plans and recommendations already produced from a number of recent reviews. In addition the review will take into account the requirements of the NSW Health Policy and Standards for Risk Management in NSW Health Agencies "Protecting People and Property" including the proposed draft changes to the policy. The review project will be expected to work with the relevant managers and staff to implement the agreed recommended changes.

Please contact me on 4320 3814 should you have any questions.

Regards



Belinda Collier
Executive Director, Workforce & Culture

Date 1/8/17

This correspondence will not be sent by post, unless requested