

Australian Standard[®]

Security for health care facilities

Part 2: Procedures guide

This Australian Standard was prepared by Committee HT/8, Health Care Facilities—Security. It was approved on behalf of the Council of Standards Australia on 4 July 1997 and published on 5 September 1997.

The following interests are represented on Committee HT/8:

Attorney Generals Department
Australian Security Intelligence Organization
Department of Health, A.C.T.
Department of Community & Health Services, Tasmania
Griffith University
Health Department, W.A.
Institute of Hospital Engineering Australia
Mid North Coast Health Service
Australian Nursing Federation (New South Wales Branch)
N.S.W. Health Department
Royal Prince Alfred Hospital
South Eastern Sydney Area Health Service

Additional interests participating in preparation of Standard:

Healthcare Emergency and Security Services
The Privacy Commission

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Part 2: Procedures guide

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PREFACE

This Australian Standard was prepared by Committee HT/8, Health Care Facilities—Security.

The policies, principles, standards and common practices outlines in this Standard are designed to assist in the development of effective security systems throughout all health care facilities.

This Standard is part of a series, as follows:

AS

4485 Security for health care facilities

4485.1 Part 1: General requirements

4485.2 Part 2: Procedures guide (this Standard)

Part 1 sets out the essential requirements needed to provide a safe and secure environment for staff, patients and visitors in health care facilities. Part 2 is a comprehensive guide to the implementation of security services. Both documents cover facilities ranging from major hospitals to small, remote outposts but each facility will need to undertake the security risk assessment process outlines in Section 3 of Part 2 to produce a program suited to its particular requirements and environment.

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STANDARDS AUSTRALIA

Australian Standard

Security for health care facilities

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SECTION 1 SCOPE AND GENERAL

1.1 SCOPE This Standard provides guidance and explanatory material which will assist with the implementation of the requirements of AS 4485.1.

1.2 REFERENCED DOCUMENTS The following documents are referred to in this Standard:

AS

- 1940 The storage and handling of flammable and combustible liquids
- 1943 Industrial gas cylinder identification
- 1944 Medical gas cylinder identification
- 2201 Intruder alarm systems
- 2899 Public information symbol signs
- 3745 Emergency control organization and procedures for buildings
- 4083 Planning for emergencies—Health care facilities
- 4145 Locksets
- 4145.2 Part 2: Mechanical locksets for doors in buildings
- 4400 Personal privacy protection in health care information systems
- 4421 Guards and patrols
- 4485 Security for health care facilities
- 4485.1 Part 1: General requirements

AS/NZS

- 2803 Doors—Security screen
- 2804 Installation of security screen doors
- 4360 Risk management
- 4444 Information security management

1.3 DEFINITIONS For the purpose of this Standard, the definitions below apply.

1.3.1 Burglar resistant areas—those areas which are secured in a manner suitable for the handling of money, drugs and other vital/valuable property to a level which will resist entry by an experienced criminal deliberately trying to force entry with suitable equipment.

1.3.2 Chief executive officer (CEO)—the position at that level of responsibility and authority immediately below the facility's governing body or authority, or proprietor.

1.3.3 Governing body—the committee, board, council, organization or equivalent, which represents the health care facility's stakeholders as their trustee in a policy-making and supervisory capacity.