***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Risk Management **CODE: D-2**

SUBJECT: Safety Policy **EFFECTIVE:**

**COORDINATOR: Chief Executive Officer**

In order to maintain a safe environment for staff, students, and patients every effort should be made to maintain safety at all times.

Signage should indicate where visitors are allowed. Doors or gates should be monitored or locked to ensure that only appropriate people are accessing the hospital grounds and building.

IDENTIFICATION

1. All employees, residents, and students should display the hospital-issued badge to indicate their approved presence in the hospital.
2. Visitors and family members should be given a temporary sticker or ID to show they have permission to be in the designated areas.
3. Volunteers should be given an appropriate badge to use as identification for their term of work.

EXITING HOSPITAL PROPERTY

Hospital security guards should inspect the packages and bags of anyone exiting hospital property to ensure that items are not being taken illegally. Patients or family members should produce a receipt for drugs or other items in their possession.

VIOLATION

Everyone is encouraged to question individuals who may not be displaying proper identification. If there is concern for safety due to the individual gaining access, the security guard on duty should be called immediately as well as the administrator on duty at the time.

Every effort should be made to ensure that employees and patients are safe in the hospital environment.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_