



After-Hours Visitor Access Procedure

Effective: 6 September 2018

1. Guiding Principles

To maintain a secure environment in the Busselton Health Campus, after-hours visitor access is to be controlled. All public visitors on site after-hours are to be escorted within the Health Campus.

2. Procedure

- After-hours visitor access is via the Emergency Department (ED) public entry from 2030 hrs to 0630 hrs.
- Upon visitor arrival the ED clerical officer/nurse is to call the destination ward coordinator and call either the ED patient support assistant (PSA), inpatient PSA or Security Officer to escort the visitor to their destination.
- Visitors already on site who wish to leave the Health Campus are to be escorted off the premises by the inpatient PSA to the main exit and advised to return via the ED public entry.
- In the event that the ward-based intercom (which is located in the Lift Lobby at the entrance of Ward 2) is activated two staff members are to proceed to the ward entrance.
- Only allow visitor access to inpatient areas if safe to do so.
- In the event that there are any concerns, please call security to attend before allowing access.

3. Roles and Responsibilities

All Staff are required to work within policies and procedures to make sure that WACHS is a safe, equitable and positive place to be.

4. Compliance

Failure to comply with this procedure document may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

5. Evaluation

Monitoring of compliance with this document is to be carried out by the Clinical Nurse Manager (CNM) Inpatient and CNM Maternity Ward, every three months via review of Safety Risk Reports. All incidents are to be reported via the Occupational Safety and Health (OSH) Committee.

6. References / Related Policies

WACHS [Security Risk Management Policy](#)

WACHS [Access Control Procedure](#)

**This document can be made available in alternative formats
on request for a person with a disability**

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