



Information and Communications Technology – Virus and Vulnerability Protection Procedure

1. Guiding Principles

This procedure has been developed to ensure that in all regions, the WA Country Health Service (WACHS) has a formal process to ensure all vendor security patches are assessed, tested and if applicable, applied and that any system not running the latest anti-virus software is fixed within a timely manner to reduce security vulnerabilities.

2. Procedure

- Trend Micro Office Scan is updated to each of the regions on a daily basis by Health Support Service (HSS).
- It is the responsibility of the Information and Communication Technology (ICT) staff based in each region to ensure that their Windows Software Update Service (WSUS) Server which is the Microsoft software Update service is set to automatically push updates out to region servers and workstations.
- Security patches will be deployed automatically when users shut down their computers and log-on again. Users are encouraged to shut down on a nightly basis.
- It is the responsibility of the ICT staff based in each region to monitor on a weekly basis, all computers and servers to ensure that correct patching has occurred.
- Any computer or server that has not been updated with correct patch is to be completed with 24 hours of notification.
- Reports on what version of software, patch updates can be downloaded from WSUS Server. A monthly report is to be filed by each region showing the number and what hardware has updated anti-virus software successfully or not implemented.
- WACHS staff and users must not connect workstations, including Mobile Computing Devices (MCD), which do not have the correct level of anti-virus and security and operating systems software to the WA Health network. WACHS is to deny access to the network, those workstations that do not have the correct level of operating systems or virus protection software installed.
- WACHS ICT staff are to ensure new workstations, and those deployed workstations which require rebuilding or re-imaging of software, must be configured while disconnected from the WA Health network. MCDs, which are not connected to the network daily, must have anti-virus and security patch software levels verified for currency before these devices are reconnected to the network.
- WACHS ICT Staff are to ensure that external vendor's software has updated anti-virus and security patch software verified prior to connection to the Health network.

3. Definitions

Term	Acronym	Definition
Health Support Services	HSS	The HSS was established to drive the Information, Communications and Technology reform program, provide a focus on the importance of health information in our system and enable efficient and integrated technology services.
WACHS ICT Networks		The WACHS ICT Networks are the main advisory group to the IGC on all Information Communications and Technology matters pertaining to WACHS.
Windows Software Update Service	WSUS	Microsoft Windows Software Update Service installed at each Regional Resource Centre testing the patches in a timely manner.

4. Roles and Responsibilities

This procedure is to be adhered to by all WACHS ICT Managers and ICT Staff.

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

5. Compliance

It is a requirement of the WA Health [Code of Conduct](#) that employees “comply with all applicable WA Health policy frameworks.”

A breach of the Code may result in Improvement Action or Disciplinary Action in accordance with the WA Health [Misconduct Policy](#) or Breach of Discipline under Part 5 of the *Public Sector Management Act*.

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

6. Evaluation

The adherence to this procedure is confirmed on a monthly basis by the WACHS Senior Security Officer through reviewing the Patching and Vulnerability Reports that have been actioned by the regional ICT Staff.

7. Standards

[EQUIPNational Standards](#) 14.9

8. Related WA Health Policies

[Information Security Policy](#)

WA Health [Acceptable Use Policy – Information and Communications Technology](#)

9. WA Health Policy Framework

[Information and Communications Technology Policy Framework](#)

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