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# Security Risk Management Policy

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## 1. Background

The purpose of the WA Country Health Service (WACHS) Security Risk Management Policy is to:

- outline the WACHS policy on key aspects of personal and property security
- assist health facilities to maintain an effective security program that is based on a security risk assessment of the facility and the introduction of protective security measures. The protective security measures are to include but are not limited to, on-going risk management process, consultation, appropriate documentation and record keeping and regular monitoring and evaluation as per [Security for Health Care Facilities, AS 4485.1/1997](#).

This policy reinforces the need for managers and employees to work together to achieve continuous improvement in security management and is supported by WACHS security guidelines and procedures.

## 2. Policy

As part of a comprehensive risk management framework specified in the WA Department of Health [WA Health Risk, Compliance and Audit Policy Framework](#) (2016), WACHS is to have in place, a security risk management program developed in consultation with employees, which ensures that:

- all reasonably foreseeable security related risks are identified and assessed and, where practicable, eliminated
- risks that cannot be eliminated are adequately controlled in a manner consistent with the hierarchy of control (refer to WACHS [Hazard-Incident Management Procedure](#)) so that risks are reduced to the lowest practicable level
- each stage of the risk assessment process is documented and made available to relevant parties, including Safety and Health Representatives (SHR) and Safety Committees
- incidents are reported and investigated in accordance with the WACHS [Hazard-Incident Management Procedure](#)
- risk control strategies are monitored and regularly evaluated for effectiveness.
- It is WA Health policy that the standards outlined in the [Australasian Health Facilities Guidelines](#) are adopted during all stages of any capital design or refurbishment process.

### 3. Definitions

#### Consultation

The [Occupational Safety and Health Act 1984](#) establishes consultative requirements in relation to occupational safety and health in the workplace. For the purpose of this policy, the consultative mechanisms to be used are elected Safety and Health Representatives (SHRs) and regional Occupational Safety and Health Committees. Consultation means discussion with employees about intended changes to the workplace and systems of work and identification and control strategies for security risks where these have potential to impact on workplace safety.

#### Health Care Facility

In the context of this policy, means a hospital, residential aged care facility or other facility which provides health care services (including related core services) to:

- inpatients
- outpatients
- day patients
- patients of outreach services.

#### Outreach Services

In the context of this policy, means any service which visits patients or potential patients, in their homes or at external site or workplace.

#### Protective Security

Pro-active security measures intended to provide a secure environment, tailored to individual health care facilities.

**Responsible person** means:

- the line manager; or
- the person in control of the workplace where this is not the line manager.

#### Security

In the context of this policy, security means the protection of a person from violence, threats and intentional harm and the protection of property from intended damage and theft.

#### Security risk management

Security risk management refers to the systematic application of WACHS policies, procedures and systems of work to the tasks of establishing the context and identifying, controlling, monitoring and communicating risk. It encompasses a security risk assessment of all aspects of the clinical and non-clinical environment, including consideration of internal and external risks or threats.

### **Workplace**

Means a place where employees or self-employed persons work or are likely to be in the course of their work.

**Note:** Where a term is not precisely defined in this policy or its supporting procedures, the default definition are those contained within the Acts and Regulations cited below.

## **4. Legislation**

*Occupational Safety and Health Act 1984* (and Occupational Safety and Health Regulations 1996)

*Dangerous Goods Safety Act 2004* (and Dangerous Goods Safety (General) Regulations 2007, and Dangerous Goods Safety (Storage and handling of Non-explosives) Regulations 2007).

## **5. Roles and Responsibilities**

### **Regional Directors and Regional Managers Infrastructure and Support Services are responsible for:**

- the development, implementation and maintenance of an effective security program within their region / the Area Office consistent with this policy and its supporting procedures
- ensuring employees are consulted in the development and implementation of security risk controls and when determining and purchasing equipment needs
- ensuring legislative and WACHS reporting requirements are met
- ensuring processes are in place in order to ensure compliance with relevant legislation.

### **The responsible person is responsible for:**

- identifying individuals responsible for security administration within their site or workplace
- ensuring the continuing implementation and monitoring of an effective security risk program
- ensuring correct procedures are followed
- keeping employees informed of policy requirements
- identifying and assessing areas where security can be improved, in consultation with employees
- identifying training needs for employees and ensuring such training is provided
- controlling identified risks, in consultation with employees. Where the ability to control a security risk is outside their delegated authority, the procedure outlined in the WACHS [Hazard-Incident Management Procedure](#) is to apply
- reporting all crimes and suspicious activity to police
- ensuring that all security risk events are reported and appropriately investigated.

### Employees are responsible for:

- being aware of and following security and safety policies and procedures
- using the security equipment / PPE provided, such as duress alarms
- reporting security or safety risk events including threats or suspicious behaviour
- participating in consultation and training in security or safety matters, and
- avoiding situations of unnecessary risk.

## 6. Evaluation

Annual regional evaluation of security incidents to evaluate the effectiveness of WACHS security risk management processes.

Completion of annual [Security Checklists](#) for all WACHS sites.

## 7. References

[Australasian Health Facilities Guidelines](#), Part C – Design for Access, Mobility, OHS and Security (2010). HCAMC and UNSW, Sydney, NSW

[Protecting People and Property: NSW Health Policy and Guidelines for Security Risk Management in Health Facilities \(2013\)](#). NSW Department of Health, Sydney, NSW

Standards Australia, (1997). [AS/NZ 4485.1:1997 - Security for Health Care Facilities \(General Requirements\)](#). Homebush, NSW;

Standards Australia, (1997). [AS/NZ 4485.2:1997 - Security for Health Care Facilities \(Procedures Guide\)](#). Homebush, NSW

Standards Australia, [AS/NZS ISO 31000:2009 - Risk Management](#) – Principles and Guidelines. Homebush, NSW.

## 8. Related Forms

WACHS [Security Checklists](#)

## 9. Related Policy Documents

WACHS [Hazard-Incident Management Procedure](#)

## 10. Related WA Health Policies

[Protection and Response to a Chemical, Biological, Radiological and Nuclear Incident](#)

## 11. WA Health Policy Framework

[WA Health Risk, Compliance and Audit Policy Framework](#)

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<b>Contact:</b>	WACHS Work Health and Safety Manager	<b>TRIM Record #</b>	ED-CO-15-2157
<b>Directorate:</b>	Workforce	<b>Date Published:</b>	29 April 2026
<b>Version:</b>	2.02		

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