



Staff Identification Procedure

1. Guiding Principles

The purpose of this procedure is to establish a system that provides constant and immediate identification of WA Country Health Service (WACHS) employees to patients, visitors and other employees. This procedure is to be read in conjunction with the WACHS [Access Control Procedure](#) and the WACHS [Key Control Guideline](#).

The identification system provides:

- authorised entry into buildings, offices, and parking
- employee identification for transacting business on Department of Health sites
- the WACHS with a capacity to ensure a safe, secure environment for employees and visitors by requiring employees and visitors (see 'Definitions') to wear identification badges.

As part of the WACHS Security Risk Management Policy, the responsible person must ensure that a system is in place to adequately identify employees.

Where control by recognition is not feasible and depending upon an assessment of risk by the responsible person, a pass or staff identification system is to be implemented.

Such cards are to be used as an aid to staff to identify and verify authority to enter. They may also include the necessary features to allow operation of automated electronic access control systems. (Refer to the WACHS [Key Control Guideline](#) for more detail).

2. Procedure

Staff Identification System

The responsible person is to ensure that employees are issued with an identification badge that contains:

- employee name (Surname is not mandatory for employees who work in high risk environments)
- serial number
- photograph of the holder
- instructions to finder.

The responsible person is to establish a register as part of the staff identification system. The register is to contain:

- the name, designation and work location of the employee to whom a card is issued
- the card number
- the date of issue
- the date a card was returned to WACHS or cancelled due to loss, transfer or termination.

When staff identification badges are worn around the neck, it is to be worn using a two point break away lanyard.

WACHS approved contractors may be issued with a staff identification badge which is to, in addition to information above, contain the word 'Contractor' in bold type at the foot of the badge. The issue of such a badge is to be as provided for in any WACHS contractor management procedure.

In the absence of any area procedure, the responsible person is to implement a process to recover identification badges from terminating employees.

The responsible person is to implement a process to manage and maintain a record of visitor access to the site by contractors and others, where practicable.

The responsible person is to ensure that such visitors are issued with an identification badge that clearly identifies them to employees as a 'visitor' unless they have been previously issued with a contractor identification card.

Contractors who have been issued an identification badge are to:

- identify themselves to the responsible person
- state the purpose of their visit
- record in the visitor's book, the area of the facility in which they are working
- sign out on completion of work.

Areas where access is restricted to staff only, are to be clearly delineated.

Restricted access areas are to contain signage requiring employees to wear identification badges.

This procedure applies to all employees regardless of status or classification.

EXEMPTION:

Theatre employees are exempt from wearing their badges while in their immediate work area. Identification badges are to be worn at all times when employees are not in their immediate work area.

3. Procedural Breaches

Any safety risk identified through a breach of this procedure is to be notified to the responsible person using the WACHS [Safety Risk Report Form](#) in accordance with the WACHS [Safety Risk Reporting Procedure](#).

Identification badges **may not be loaned** or otherwise transferred to another individual.

Tape and stickers are not to be placed on the badges as they impact the ability to interact with card readers.

4. Definitions

Electronic access system	means a swipe or Proximity card system that may also be part of a staff identification system
High risk environment	in this procedure means a workplace where employees may be exposed to threats of violence or retribution because of the nature of their employment. An example might be a secure mental health facility or an emergency department.
Responsible person	In the context of this procedure means: <ul style="list-style-type: none">• the line manager• the person in control of the workplace where this is not the line manager
Staff Identification Systems	Are an aid to staff to identify other staff members and visitors and verify authority to enter restricted areas.
Visitor	Any person, for example, a contractor, requiring access to non-patient areas of a WACHS facility.

5. Roles and Responsibilities

Please refer to the WACHS [Security Risk Management Policy](#) for identification of Roles and Responsibility.

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

6. 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 [Discipline 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.

7. Evaluation

The OSH Coordinator is to regularly report trends in the number of security safety risk events recorded in the safety database to the Executive and to the OSH committee as required.

8. Standards

[EQulPNational Standards](#) : 15.21.2

9. References

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

Standards Australia (1997) 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](#). Homebush, NSW.

10. Related Forms

WACHS [Safety Risk Report Form](#)

11. Related Policy Documents

WACHS [Access Control Procedure](#)

WACHS [Key Control Guideline](#)

WACHS [Safety Risk Reporting Procedure](#)

WACHS [Security Risk Management Policy](#)

WACHS [Video Surveillance Policy](#)

12. WA Health Policy Framework

[Employment Policy Framework](#)

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

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