

Hamilton Health Sciences	Human Resources
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<i>Title:</i> HR – Theft-Security of Property Policy	

Applies to: All HHS staff, members of the Medical, Dental & Midwifery Staff, Hospital Affiliates and Senior Management.

1.0 Purpose & Goals Description

This document outlines the principles and responsibilities for preserving and safeguarding [Hospital property](#) and the [property of others](#) on [Hospital premises](#). It describes the expected use of Hospital property, the reporting of its damage or loss, the process to legitimately remove or borrow Hospital Property and the expected compliance and enforcement standards in place.

2.0 Policy Statement

All employees, affiliates, and all Professional Staff are obliged to preserve and safeguard Hospital property by strict adherence to the following rules:

2.1 Hospital Property

2.1.1 Use

All Hospital property must be used exclusively for legitimate Hospital business, except to the very limited extent personal use is permitted in this and other [applicable HHS policies](#)

2.1.2 Reporting Damage/Loss

It is the responsibility of every employee, affiliate and all Professional Staff to promptly report to their immediate supervisor:

- Any conditions or practices which may cause damage to Hospital property or loss to the organization; and,
- Any damage to Hospital property, regardless of how minor, they or the equipment they operate cause.

2.1.3 Removal/Borrowing

All Hospital property is to remain on the premises. Anyone wishing to remove Hospital property from the premises must obtain approval as follows:

The person requesting to remove or borrow Hospital Property completes an "Authorization Pass to Remove/Borrow H.H.S Property" (Form #Sec2006), obtained from Security, or Intranet, hereinafter referred to as "Authorization Pass", and submits it to their immediate supervisor for approval.

- Staff removing HHS equipment for patient transfers, i.e. IV pumps, ventilators, monitors etc. are not required to have an "Authorization pass to remove HHS Property" form filled. Continue to use existing Tracking system for equipment removed for patient use/transfers.
- HHS employees working in a department where they are required to move HHS property from site to site are exempt from having to fill this form. Example: Information and Technology staff (ICT), AV staff.

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- The Supervisor
 - Reviews and signs the Authorization Pass, if deemed appropriate;
 - Keeps record of Authorization passes approved for one year. Records must show the name of person authorized to remove property, date, type of item removed, and return date if applicable (photo copy the authorized pass.
 - Requester keeps the signed Authorization Pass with the Hospital property.
 - Authorization passes are kept for one year by Supervisor

2.1.4 **Compliance and Enforcement**

The person in possession of Hospital property who is or appears to be leaving Hospital premises must, upon demand, produce for Security Personnel and/or Management staff a copy of the signed Authorization Pass.

- 2.1.5 Security may confiscate any [Hospital property](#) from a person who fails to provide an Authorization Pass immediately upon request. In addition, any employee, affiliate and any member of the Professional Staff found to be removing or attempting to remove Hospital property without an Authorization Pass may be subject to discipline, up to and including suspension or termination of privileges.

Security Check/Audits

It is the responsibility of every employee, affiliate and all Professional Staff to promptly cooperate with Security, upon demand, to view contents being removed from HHS property.

2.2 Personal Effects/Property of Employees, Affiliates and all Professional Staff

2.2.1 **Prohibited Items**

Alcohol and illegal substances/items are not permitted on Hospital premises.

2.2.2 **Eligible Items**

Employees, affiliates and all Professional staff are responsible to

- Restrict the [personal effects/property](#) they bring into or have on Hospital premises to that which a reasonable and prudent person would consider necessary to their health, well-being and/or work performance;
- Take reasonable steps to protect their personal effects/property from loss, misuse, damage and/or theft.
- Hamilton Health Sciences is not responsible for lost, theft, or damage with respect to personal property.

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2.2.3 **Damage/Loss**

Employees, affiliates and all Professional Staff are responsible to promptly report to their immediate supervisor (who in turn notifies Security) of any loss/damage of approved items/substances or personal effects/property. While HHS is not responsible for any reimbursement of personal effects/property, Security personnel is to investigate the occurrence and mitigate future loss/damage if possible.

2.3 **Theft**

Any person who has been found to have committed a theft or attempted theft of [Hospital property](#) or [property of others](#) on [Hospital premises](#), may be subject to discipline, up to and including suspension or termination of privileges. In addition, Hamilton Health Sciences may take legal action against the party or parties concerned.

3.0 **Documentation**

- *Authorization Pass to Remove/Borrow HHS Property (Form #Sec2006)*

4.0 **Definitions**

Hospital property - Includes but is not limited to supplies, materials, equipment, machines, devices, tools, vehicles, effects, assets, processes, information, and data owned by or in the care or custody of the Hospital. Hospital property may also include: business, medical and cleaning supplies, food items & products, organic materials, building materials, electronic, computer, communication, motorized and medical/surgical equipment, records, data, vehicles, surplus, scrap items, containers and boxes. Includes and is not limited to Software.

Employees – All individuals employed by Hamilton Health Sciences

Hospital premises -The permanent sites, the property owned or leased by, and any place under the care or control of Hamilton Health Sciences where Hospital business is being carried on or conducted.

Personal Effects/Property- Articles worn or carried by an employee, including cash, clothing, jewelry, books, electronic, computer and communication equipment, parcels, bags, vehicles, etc.

Affiliates - volunteers, students, learners, retail and contract staff.

Contract Staff - anyone who enters into an agreement with HHS to perform work, but not an employee of HHS (e.g. agency nurses, temporary agency staff).

Professional Staff – Physicians, Dentists, Extended Class Nurses and Midwifery Staff; provided that for the purposes of Section 16.03(a)(i), (ii) and (iv) of the HHS By-Laws, Professional Staff excludes employed Extended Class Nurses;

5.0 **Cross References**

Employee Attitude and Conduct
Progressive Discipline

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Telephone/Fax Machine Use
Internet Policy
Employee Identification
Use of Hospital Name Policy
Privacy Policy
Disclosure of Information Policy.. in progress
Utilization of Operating (OR) Greens & PPE

6.0 Developed By

Protection Services
Human Resources

7.0 In Consultation With

Director, Corporate & Medical Affairs
HHS General Counsel

8.0 Approved By

Integrated VP Clinical Support & Hospital Services
Assistant VP Human Resources
Operations Committee – October 2006

Minor Revision 2010 Approved by: Director, Human Resources

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Form # Sec03022006

**Removal/Borrow H.H.S Property
Authorization form**

Property Removal Date _____
yyyy-mm-dd

Employee Printed Name: _____ Dept. _____

Description or Property:

- Removing Property (Not Returning)
- Borrowing Property. Date Returning (yyyy-mm-dd) _____

Approved By: _____
Supervisor's Signature, Title & Printed Name Date (yyyy-mm-dd)

Original – Supervisor Copy – Staff.