


QM - Security Standards	SFO-SOP.0103	Page 1 of 1
 KAISER PERMANENTE KFH San Francisco Laboratory	Administration 2425 Geary Boulevard San Francisco, CA 94115	

I. PURPOSE:

To establish standards for maintaining a safe working environment and protecting the property of the organization and its employees.

II. POLICY:

- A. Every laboratory employee is responsible for security practices within the department and for general security within the Medical Center.
- B. All employees must wear a name tag for identification purposes.
Lost name tags must be reported to the unit supervisor for replacement.
- C. All employees must know the “Code Grey” procedure (See Local Policy and Procedure SF-34-C) which provides instructions for obtaining immediate assistance from security personnel: call ext. 3-5444 or 3-5222, give location, describe incident and persons involved, etc.
 - 1. Every employee should be aware of persons within the department and/or within the Medical Center who are not wearing name tags nor have provided proper identification.
 - 2. Ask unidentified person(s) for their identification.
Notify security immediately if the questionable person does NOT adequately identify himself.
- D. Secure all areas that do not affect the work flow of departments that are still performing procedures during off-hours.
- E. Only authorized personnel are allowed in the laboratory. Authorized personnel include but not limited to laboratory staff, house keeping, nurses, providers, runners, etc. Laboratory entrances may have additional security barriers such as keyed or badge access. If a patient needs to enter the laboratory for specimen drop off, a lab employee will accompany the patient and open the door for the patient. If badge access is available, terminated employee's badge will be returned to Lab Administration and inactivated for building access.
- F. All other persons who need to enter the unit after hours will receive approval from the unit supervisor.
 - 1, During emergency situations, any Medical Center personnel can enter the department to assess and rectify the problem.
 - 2. Security will be notified in writing as to the identity of person(s) allowed to enter after hours.
- G. Departmental equipment, instruments, supplies, and patient reports must be properly stored and secured at the conclusion of each work day.
All employees must check the security of their assigned area on a daily basis.
- H. Personal possessions are each employee’s responsibility.
Lockers are assigned to all employees.