

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\LS\39\v02	Page 1 of 3
Section: Laboratory Safety Manual	Subject Title: Personal Safety	
Issued by: LABORATORY MANAGER	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

Policy:

Personal safety and theft reduction within the hospital are shared responsibilities. Mount Sinai Hospital's efforts in reducing theft and increasing personal safety are dependent upon the support of all staff. All employees wear their photo identification badge with the name and photograph in full view. The ID system assists everyone to quickly identify authorized personnel.

Purpose:

By following the tips in this section you will improve your own security and contribute to Mount Sinai Hospital's effort to make all laboratory sites safer.

Responsibility:

Employer and employee

Key Elements:

- What to do in an **Emergency**
- What to do for **Non-Emergency** Security Concerns
- General Advice
- After Hours And At Night
- Parking Lots and Garages
- Elevators
- Bank Machines

Related Documents:

<u>JOINT HEALTH & SC AND INTERNAL RESPONSIBILITY SYSTEM</u>	MI\LS\03\v01
<u>GENERAL CONTROL MEASURES</u>	MI\LS\24\v01

Procedure:

WHAT TO DO IN AN EMERGENCY

IN AN EMERGENCY AT MSH CALL 5555

IN AN EMERGENCY AT ST PATRICK SITE CALL 9-596-3101 x 3333

- Fire, smoke or smell of gas
- Life safety
- Bomb threats
- Accidents/serious sickness
- Crimes in progress
- Suspicious persons or incidents

Do not endanger yourself or attempt to deal with hazardous or suspicious situations yourself.

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\LS\39\v02	Page 2 of 3
Laboratory Safety Manual		

WHAT TO DO FOR NON-EMERGENCY SECURITY CONCERNS

For all other **non-emergency** security concerns or assistance call Security:

TML St. Patrick Site	9-596-3101 x 0
MSH	17-5056

GENERAL ADVICE

- Know the emergency number to reach Security Services.
- Be aware of what is going on around you.
- Follow your instincts. If you feel you are at risk, try to leave the situation or area quickly.
- If you are harassed, report the incident to Security Services.
- Use the buddy system. Plan to watch out for one another.
- MSH Security Services offers an escort service. Use them if you feel uncomfortable walking alone within the hospital or hospital parking lots/garages.
- Lock your lab, room or office door, even if you are leaving only for a few minutes.
- Never prop open doors, even for a brief time. This places you and everyone else in your building/area at risk.
- Lock all purses, wallets, cash and valuables in a locker, desk or cabinet.
- If a trades person, repair person or courier requests admittance to your lab or office, ask for identification. If you are not satisfied with the person's credentials, refuse the individual access and direct him/her to your supervisor.
- If an individual unknown to you requests or attempts to enter a locked/restricted area with you, refuse entry. Suggest to the individual, if you are told the employee's name he/she wishes to visit, you will inform that employee that someone is waiting for them outside the secure area.
- Report any unauthorized entry to a locked or secure area to Security Services.
- Be especially aware of maintaining security in your building/area after hours, and on weekends, holidays or vacation, when there are fewer people around.

AFTER HOURS AND AT NIGHT

- If you suspect you are being followed, indicate your suspicion by looking behind you. Change directions and vary your speed of walking. Immediately, head for a place where there are other people.
- Be aware of people around you and your work area.
- Try to stay in well-lit areas and use routes that are frequently travelled by others.
- Know which entrances to the hospital buildings are locked after hours, and try to park your car as close as possible to after hours access doors.

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\LS\39\v02	Page 3 of 3
Laboratory Safety Manual		

- Avoid walking through isolated areas. Avoid shortcuts through parking lots, hospital parkettes and deserted spaces.
- Familiarize yourself with the locations of hospital emergency telephones and pay telephones.
- Use the buddy system if possible when working after hours, weekends, and holidays or at night. If you are going to work at night in a hospital building, try to locate yourself close to someone you know. Let someone know where you are and when you expect to leave.
- Inform Security Services if you are going to work in the hospital buildings after hours, weekends or holidays. Inform Security Services of your location and expected time of occupancy in your workplace.
- Lock your lab, office or room at all times when working at night or after hours.
- Use the Security Services escort service if you are nervous walking between your lab/office to your car parked on hospital grounds.

PARKING LOTS AND GARAGES

- When you know you will be returning to your car at night, park in a well-lit area.
- Know your nearest exit route from a garage.
- Never park on levels of a parking garage that are empty or infrequently used.
- Have your keys ready in your hand before you reach your car.
- Visually check the interior of your car before getting in.
- Utilize the Security Services escort service if you are nervous walking to your car parked on hospital grounds.

ELEVATORS

- If you enter an elevator and the person riding with you makes you feel uncomfortable, leave. Get off before the door closes or leave at the next floor.
- In elevators, stand with your back to the wall near the control panel. If you are threatened or harassed, push the alarm button and as many floor buttons as possible.
- If the elevator should breakdown with you inside, push the alarm button until someone responds. Do not attempt to pry open the doors or escape through the roof hatch. You are safer inside the car until qualified help arrives. Then follow their instructions.

BANK MACHINES

- Avoid using bank machines when the hospital is deserted or when you are alone.
- Be aware of other people around you before and during usage of bank machines.