



## JOB PROFILE

**JOB TITLE:** Security Officer

**JOB CLASSIFICATION:**

**DEPARTMENT:** Maintenance

**REPORTING RELATIONSHIP:** Manager, Plant Services and Nursing  
Coordinator

**MAJOR RESPONSIBILITIES:**

1. First responsibility at **all times** will be the safety of patients and care providers.
2. Work in a safe and effective manner in compliance with the Occupational Health and Safety Act.
3. Respond to all trauma calls as a member of the team.
4. Locate and report any fire hazards.
5. Locate any safety hazards, and correct where possible or submit a maintenance requisition for same.
6. Patrol visitor parking lots for parking violations and issue parking tickets.
7. Patrol staff parking lots and provide escort at shift change times and as requested by staff on hospital property during darkness.
8. Respond to complaints with regards to gates not working and to repair gates when necessary.
9. Conduct evening and night fire drills and provide on-going related in-service education sessions.
10. Check for unlocked doors, broken glass, and malfunctions of emergency codes, blocked doors, fire exits, property damage, unusual odours and smoke.
11. Maintain records and stats on database of all incident reports and other documents related to security activities.
12. Maintain log of lost and found items.
13. Assess maintenance call-in needs, in consultation with the Nursing Coordinator, to determine the seriousness and defer until morning where possible.
14. Provide cash escorts as assigned.
15. Provide continual foot patrols of the Hospital.
16. Assists in all missing person searches according to hospital safety and security policies and procedure.
17. Assist nursing staff with patient restraints as requested by the Nursing Coordinator.
18. During winter months, call-in snow contractors as needed.
19. Identify opportunities for improvement.
20. Support continuous quality improvement activities.
21. Conduct internal investigations (i.e. thefts).
22. Conduct external investigations (i.e. trespassing).

23. Activate steam boilers during evenings and nights and cycle off when not required.
24. Facilitate viewing and identification of deceased in morgue (after hours).
25. Contact local police in emergency situations requiring their assistance.
26. Create and maintain policy and procedure security manual.
27. Confront unauthorized persons for questioning as needed.
28. Unlocks offices or departments for authorized personnel.
29. Secure and lock certain areas within the hospital at specific times.
30. Attend at court as required.
31. Provide in-service to staff on various subjects as required.
32. Enforce Administration Policy as it pertains to identification badges and smoking.
33. Perform other duties as assigned.

**DUTIES LIST AVAILABLE FOR THIS POSITION:**  YES  NO

**EDUCATIONAL PREPARATION:**

- Grade 12:  Applied  Academic
- Community College Law and Security Program or graduate of a recognized Police training facility.

**REQUIRED EXPERIENCE:**

- Previous experience in dealing with the general public in a law and security role is preferred
- Excellent interpersonal, written and verbal communication skills.

**REQUIRED CERTIFICATIONS:**

- CPR

**DESIRABLE EDUCATION/CERTIFICATION(S):**

**PATIENT SAFETY RESPONSIBILITIES:**

- Participating in and compliance with hospital safety and infection control programs
- Reporting unsafe conditions
- Assisting in the reporting and investigation of incidents
- Reviewing related policies and procedures on a regular basis
- Maintaining patient and hospital confidentiality
- Responding appropriately to codes
- Participating in quality activities as required

**DEMANDS OF POSITION:**

• <b>Physical Demands</b>	• <b>Biological</b>
Patient Transfers	Exposure to blood borne pathogens
Patient Lifts	Exposure to bacteria, viruses
Patient Lifts with Mechanical Assist.	Exposure to disinfectants/sterilization agents
Transporting Carts (laundry, dietary, supply, etc.)	• <b>Ergonomic</b>
Material Handling (supplies, IV solutions, paper, etc.)	Workplace design
Lifting less than 22.7kg/50lbs	Equipment design
Lifting more than of 22.7kg/50lbs	Work organization
Exposure to excessive heat, noise or vibration	Work environment
Exposure to violence/aggression	Repetitive work due to computer use
Prolonged Standing	Repetitive work due to equipment use
Prolonged Sitting	Repetitive work due to task performance
Shift Work (days, nights, 8 hour, 12 hour, etc.)	• <b>Safety</b>
Exposure to radiation	Work with or operate equipment, moving parts, blades, pinch points, etc.
• <b>Chemical</b>	Electricity
Exposure to controlled products, designated substances	Steam, heat, chemical energy
Exposure to solids, liquids, gasses	
Exposure to anaesthetic agents	
Exposure to medications	

**JOB IS REGULATED UNDER THE REGULATED HEALTH PROFESSIONS**

**ACT:**       **YES**       **NO**

**If yes, copy of STANDARDS attached:**       **YES**       **NO**

**PREPARED BY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REVIEWED BY HUMAN RESOURCES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date