



Theft Prevention Procedure

Procedure Number
WCDHB-PG-0059

Version Nos:
4

1. Purpose

This Procedure is performed as a means of managing incidents of suspected theft of West Coast District Health Board (WCDHB) property, property of WCDHB staff members or patient property.

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

all **WCDHB Staff Members** are required to:

- reported all incidents of suspected theft to the relevant Unit/Department Manager;
- search for the property believed to have been stolen;
- provide assistance (where required) to the Police.

Unit/Department Managers are required to:

- ensure a search for the property believed to have been stolen is undertaken;
- notify the Police;
- complete a WCDHB Accident/Incident Form;
- provide assistance (where required) to the Police.

the **Risk Manager** is required to:

- determine if the property stolen is covered by a WCDHB insurance policy, and if so, make
- all the necessary arrangements for the filing of a claim.

5. Resources Required

This Procedure requires:

- WCDHB Accident/Incident Form

6. Process

1.00 Theft Of WCDHB Property/WCDHB Staff Property

1.01 On discovery of suspected theft of WCDHB property/WCDHB staff property, the staff member making the discovery is to notify immediately the relevant Unit/Department Manager.

1.02 Once notified, the relevant Unit/Department Manager is to arrange for a search to be made to ensure that the property suspected of being stolen has not been misplaced, or taken by another staff member.



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- 1.03 If the search fails to locate the property suspected of being stolen, the relevant Unit/ Department Manager is to complete an WCDHB Accident/Incident Form, and notify the relevant General Manager, who will make a decision as to whether or not the Police are to be notified.
- 1.04 The Risk Manager is to investigate whether the theft is covered by any WCDHB Insurance Policy, and if so, make all the necessary arrangements for a claim.

2.00 Theft Of Patient Property

- 2.01 Patients are advised via the Patient Information Booklet that they are advised to leave valuables at their own residence prior to be admitted to a WCDHB hospital.
- 2.02 WCDHB does not accept any responsibility for any patient property brought to a WCDHB Facility.
- 2.03 On discovery of suspected theft of patient property, the staff member making the discovery is to notify immediately the relevant Unit/Department Manager.
- 2.04 Once notified, the relevant Unit/Department Manager is to arrange for a search to be made to ensure that the property suspected of being stolen has not been misplaced, or taken by another staff member.
- 2.05 If the search fails to locate the property suspected of being stolen, the relevant Unit/ Department Manager is to:
- i) notify the Police;
 - ii) complete an WCDHB Accident/Incident Form.

7. Precautions And Considerations

- ➔ Staff members are to notify the relevant Unit/Department Manager of any suspected theft
- ➔ Before notifying the Police, a thorough search is to be undertaken
- ➔ All incidents of theft are to be reported via the WCDHB Accident/Incident Reporting System.

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Accident/Reporting Procedure

WCDHB Patient Property Procedure



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