

	<b>Identification (Staff &amp; Visitors) Procedure</b>	<b>Procedure Number</b> WCDHB-HR-0012	<b>Version Nos:</b> <b>6</b>
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## 1. Purpose

The West Coast District Health Board (WCDHB) requires that its entire staff have an official staff identification badge which is worn during work hours. This is to support the security of staff, patients and clients throughout WCDHB.

## 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 *staff members* are required to:

- wear their identification badge during work hours;
- return their identification badge when their employment ends.

all *Managers* are required to:

- make arrangements with the Human Resources Department to have an identification badge produced for new staff members;
- instruct new staff members on the requirement to wear their identification badge during work hours.

the *Human Resources Department* is required to:

- liaise with Managers regarding the production of identification badges for new staff members.

## 5. Resources Required

This Procedure requires:

- i) staff identification badge
- ii) visitor identification badge

## 6. Process

- 1.00 All WCDHB staff are to wear their identification badges during work hours. Failure to do so could result in disciplinary action being taken.
- 1.01 WCDHB will meet the costs of providing an identification badge to each staff member upon the commencement of their employment.
- 1.02 The cost of replacement identification badges (owing to loss or damage, apart from normal wear and tear) will be met by the staff member concerned.

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- 1.03 Each staff identification badge will contain the following:
- i) name of staff member
  - ii) title of staff member's position
  - iii) photograph of staff member
  - iv) logo and title of WCDHB.
- 1.04 The Manager of the new staff member is responsible for ensuring that arrangements are made for the production of an identification badge during the first week of their employment with WCDHB.
- 1.05 The Manager of the new staff member is responsible for ensuring that arrangements are made for the production of an identification badge.
- 1.06 All identification badges remain the property of WCDHB and are to be handed in when a staff member ends their employment.
- 1.07 All official visitors to WCDHB are required to wear visitor identification badges. These are to be obtained from the reception desk upon arrival, and returned prior to departure.

## 7. Precautions And Considerations

- ➔ Identification badges are to be worn by staff during work hours
- ➔ Identification badges remain the property of WCDHB
- ➔ All official visitors to WCDHB are required to wear visitor identification badges.

## 8. References

There are no references associated with this Procedure.

## 9. Related Documents

There are no other documents associated with this Procedure.

<b>Revision History</b>	<b>Version:</b>	6
	<b>Developed By:</b>	Corporate Services: HR
	<b>Authorised By:</b>	Chief Executive Officer
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