



**Security Toolkit: Appendix H**

Visit: [pshsa.ca/workplace-violence](https://pshsa.ca/workplace-violence)

**SAMPLE SECURITY GUARD TRAINING CHECKLIST FOR HEALTHCARE INSTITUTIONS**

**HOW TO USE THIS TOOL**

This is a checklist of mandatory security-training items. It’s intended as a guide for determining training frequency, and can be modified / adapted to suit different organizational needs.

Item	Check	Renewal Period
Non-violent crisis intervention		Annual
Handcuff training		Annual
Baton training		Annual
Uniform standards		On hire
CBRNE equipment training		Annual
Basic first-aid and CPR		On hire / Confirm employee maintains certification
WHMIS		Annual
Emergency procedures / codes		Annual
Effective communications		Annual

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Item	Check	Renewal Period
PPE fitting and training		Every 2 years
Shift briefings		On hire
ID badge system		On hire
CCTV system		On hire
Parking gate operations		On hire
Morgue duties		On hire
Access control policy		On hire
Cash escorts		On hire
Contractor access policy		On hire
Contractor badge/key sign out process		On hire
Lost & found		On hire
Guard tour / patrol system		On hire
Patient valuables		On Hire
Patient confidentiality		On hire
Child protective services / assistance with custody orders		On hire
Facility lock-ups / unlocks		On hire
Security co-op students		On hire
Public complaints process		On hire
Media relations		On hire
Incident reporting system		On hire
Security radio use		On hire
HDOC radio use (command centre)		On hire

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Item	Check	Renewal Period
Mental Health Act training		On hire
Restraint training (Pinel)		Annual
Patient restraint policy		Annual
Provincial offenses		Annual
Criminal Code		Annual
Organization trespass process		Annual
Organization arrest policy		Annual
Organization search policy		Annual
Safe-search process		Annual