



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

Access Control Keys

Effective Date: April 14, 2016

Policy #: HR-01

Page 1 of 2

- I. PURPOSE:** To manage access to hospital keys so that keyed-access to hospital areas is limited to those who have a job-related need to gain access.
- II. POLICY:**
 - A. The hospital Maintenance Department is responsible for keeping a current inventory of all hospital keys (including fobs) and issuing keys upon receipt of a proper request.
 - B. The Maintenance department will issue keys AND a personal inventory sheet to an employee after receiving a request for needed keys signed by the employee's supervisor or designee.
 - C. Keys for new employees will be issued to staff development, the staffing office or to the employee's direct supervisor. Upon issue, the employee must sign the personal inventory sheet and the acknowledgement that the keys are to be returned to the hospital at the time the person discontinues their position at MSH or changes positions at MSH. The employee's inventory sheet will be kept in the Maintenance Office and updated as required. All individuals issued keys are responsible for the issued keys and their proper use.
 - D. The Staffing Office, supervisor or designee, or Human Resources Office will collect keys from terminating/transferring employees. All keys will be forwarded to the Maintenance Department for comparison to the record of keys that were issued. If high risk keys are missing, Maintenance will inform Administration, which will then determine if further action such as re-keying or lock change is warranted.
- III. DEFINITIONS:**
 - A. HR – Human Resources
 - B. Fob – An electronic key
- IV. RESPONSIBILITIES:**
 - A. All employees will adhere to access control for keys as outlined in this policy.

