

COMPLIANCE & SAFETY

Safety & Culture

Fall Safety

- Focus on your footing
- Walk like a penguin
- Don't use your cell phone when walking
- Use handrails
- Be aware of changes in walking surfaces
- Free up your hands
- Report unsafe conditions
- Use authorized paths
- Step down, not out of the car
- Wear appropriate footwear

If you notice leafy conditions in your facility's parking lots, please report them *immediately* to the following contacts:

- **MHMC/MHMNH:** Call (304) 285-6680 with location details.
- **PMH:** Call (304) 329-1400 & ask for Facilities.
- **SJMH:** Call (304) 517-1525 for Maintenance/Security.
- **VHP:** Call (304) 285-5575 with location details.

- **DMC:** (304) 637-3129
- **BH:** (304) 457-8581
- **WMH:** (304) 847-5682 ext. 5000

Compliance

Use of Company Resources

We use our resources wisely. Company facilities, supplies & equipment may not be used for personal activities. All policies related to purchasing, storage, use of supplies & equipment, & payroll must be adhered to.

Compliance in Action

- Use Vandalia Health resources for business needs only & keep them in good condition
- Follow proper procedures for disposing of resources & equipment
- Ensure computers & other equipment is stored securely

Q: My coworker punches in for me when I cannot find a parking space, that's ok isn't it? I mean I am actually here.

A: You are "actually here" for payroll purposes only when you are at your workstation, not when you come onto property. Having another employee record your times for you is considered timecard fraud & potentially a breach of security policies.

HOW TO REACH RISK

MHS:

Maxine.Cantis@VandaliaHealth.org
Clarence.Swiger@VandaliaHealth.org
Janel.Mudry@VandaliaHealth.org
Ashley.Blair@VandaliaHealth.org

DHS:

Julie.Phillips@VandaliaHealth.org
(304) 637-3181

HOW TO REACH COMPLIANCE

MHS:

Compliance Hotline: +1(877) 777-0787
calls are anonymous & 24/7)
VandaliaHealth.EthicsPoint.com
Compliance@VandaliaHealth.org
MHS.Privacy@VandaliaHealth.org

DHS:

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(304) 637-3656