

# COMPLIANCE & SAFETY

## Safety & Culture

**RACE & PASS** are the widely known healthcare acronyms for fire response. If you discover a fire:

**R**escue anyone who is in immediate danger.

**A**ctivate the nearest alarm/pull the fire alarm & call the emergency response number.

**C**ontain the fire by closing all doors in the fire area.

**E**vacuate OR **E**xtinguish if the fire can be controlled and put it out using **PASS**. Otherwise, leave the area & close the door.

**P**ull the pin.

**A**im extinguisher at the base of the fire.

**S**queeze the handle.

**S**weep side to side at the base of the flame.

## Winter Safety

[Click here](#) to view this week's winter safety handout.

## Compliance 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:

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### DHS:

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## HOW TO REACH COMPLIANCE

### MHS:

Compliance Hotline: 1-877-777-0787 (calls are anonymous & 24/7)  
[VandaliaHealth.EthicsPoint.com](http://VandaliaHealth.EthicsPoint.com)  
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