

# COMPLIANCE & SAFETY

## Safety & Culture

### *Winter-Proof Your Workplace & Report Icy Conditions*

- 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 car
- Wear appropriate footwear

If you notice icy 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/BMC:** (304) 637-3129
- **BH:** (304) 457-8581
- **WMH:** (304) 847-5682 ext. 5000

#### **Trivia Question:**

What structure uses only body heat to stay warm?

## Compliance

### *Confidential Business Information*

Intellectual property, trade secrets of the organization, & employee information are all to be held in the highest confidence. We only supply this information to those who have a need to know.

#### **Compliance in action:**

- Safeguard confidential information, including proper labeling, storage & disposal.
- Follow computer & network security procedures to prevent unauthorized access.
- Do not share information with individuals that do not have a need to know.

**Q:** I have learned about a new clinical service soon to be offered by the company, although it has not yet been publicly announced. Can I recommend this service to family & friends?

**A:** No. The announcement of a new service is carefully timed based upon legal & public information considerations. Unofficial announcements are not permitted & may create misleading impressions because the service may change before it is made public or may be offered at all.

## 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](mailto:VandaliaHealth.EthicsPoint.com)  
[Compliance@VandaliaHealth.org](mailto:Compliance@VandaliaHealth.org)  
[MHS.Privacy@VandaliaHealth.org](mailto:MHS.Privacy@VandaliaHealth.org)

### **DHS:**

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