

# Vendor and Contractor Orientation

# The objective of this orientation

- The objective of this presentation is to orient you on your role in our safety and security programs and to explain Virtua's expectation concerning your behavior

# General Safety Rules

- YOU must be an “approved vendor” to provide services to Virtua
- You must be registered and have appropriate clearance through Reprax.com prior to visiting Virtua.
- You must sign in and out on every visit to Virtua.
- You must wear the provided identification during your entire visit.
- If you are found on Virtua property without just cause or authorization you will be asked to leave and may be prosecuted to the fullest extent of the law.

# General Safety Rules

- Virtua is a tobacco free organization.
- Violators will be reminded of our policy and may be asked to leave.
- Please park your vehicle in the designated visitors parking area.
- In the event of an emergency, please dial the emergency number 82222 to request assistance to your location.

# General Safety Rules

- Please familiarize yourself with the location of the fire evacuation maps, fire alarm pull stations and fire exits where you provide services.
- In the event of a fire alarm activation, please exit the building by the closest exit door.
- In the event of an internal or external emergency, please follow the directions provided by the overhead announcement and our employees.

# General Safety Rules

- All contractors that will be working on construction or renovation projects must obtain a Contractor Work Permit and an ICRA permit from our Facilities Department.
- Electrical equipment or other fixed equipment cannot be added or relocated without approval from our Facilities Department

# General Safety Rules

- All electrical equipment being used within Virtua must be approved by our Facilities Department.
- Equipment used to treat, diagnose or monitor our patients must be approved by our Clinical Engineering Department.
- Please adhere to all warning signs posted throughout our campuses.