

**There's More Than  
One Terrific Reason  
to Be Safe at Work**



**THEY NEED US**

**Gaston County Government**

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**Proud Member**



**GASTON COUNTY EMPLOYEE  
SAFETY PROGRAM**

*Safety is everyone's business!*



**Striving together to provide  
a safe and healthy work  
environment for all  
Gaston County Employees**



**GASTON COUNTY SAFETY POLICY**

It is the policy of Gaston County to provide safe working conditions, personal protective equipment as required, safe equipment, proper job instructions, adequate supervision and frequent review of working practices to assure that employees can perform their jobs safely and productively.

Workplace accidents place an unnecessary financial burden on taxpayers. Most accidents can be prevented by training, common sense, and diligence from employees and supervisors. Therefore, it is the responsibility of each employee, and especially those in a supervisory capacity, to assure that work is planned, performed, and supervised with safety in mind, and that all necessary safety requirements are in place.

Each employee is responsible for following good, safe work habits and for complying with safety and health regulations. Safety and health are to be placed first in importance in the performance of work duties. The protection of employees and the public on County property is a shared responsibility of every employee. Employees are responsible for notifying their immediate Super-

visors of violations or deficiencies in safe and healthful working conditions. This responsibility includes recommending corrective measures.

Employees shall immediately notify their Supervisors of every injury or accident regardless of their scope or severity. Failure to follow required procedures, directives, policies, rules, supervisory orders, or safe work habits will result in corrective or disciplinary action up to and including discharge.



**Gaston County  
Safety Policy**

## SAFETY @ HOME AND PLAY

**A**lthough safety plays a vital role in everyone's job, we can't forget about being safe while away from work. Being safe while at home and at play is equally as important.

**T**hroughout the year, your Safety and Wellness team will provide you with a variety of tools that will help you and your family enjoy your time together. Whether it's just around the house or away on that long-awaited vacation, you can count on us to supply safe ideas and healthy options to help you enjoy each other.

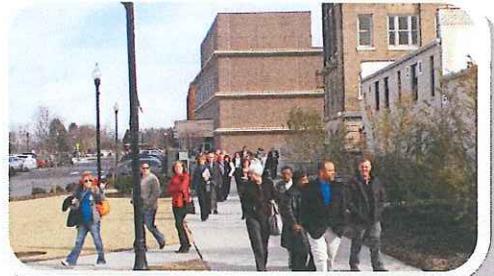
**R**esources for keeping you and your family safe can be found on our website at [www.gastongov.com](http://www.gastongov.com) and in our periodic newsletters, *Safety Matters* and *News To You*.



## WHAT TO DO IN CASE OF...

**EMERGENCIES:** The fastest, most direct way to obtain emergency assistance is to call 911. Remember to stay calm and help others remain calm.

**BUILDING EVACUATIONS:** When a building alarm sounds, or you are told by authorized personnel to evacuate, walk quickly and calmly to the prescribed exit. Once outside, move to your designated assembly location.



**FIRE:** There are few false fire alarms, so every alarm needs to be taken seriously. It is a myth to think you are safe as long as you don't see or smell smoke. Fire travels quickly and may block your escape route within minutes.



**LOCKDOWN:** Move people into a lockable room. Turn off the lights. Stay away from windows and doors. Remain out of sight from door windows. Remain quiet. Stay in the locked/barricaded room until otherwise directed by law enforcement personnel.

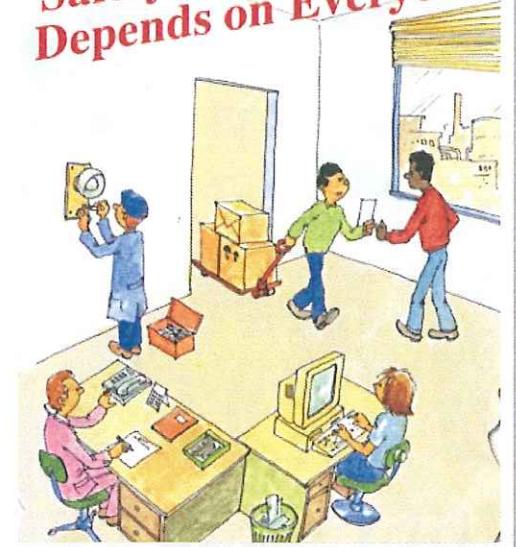


**TORNADO:** Go to your designated safe spot—usually the lowest floor of the building, in an inner room or hallway, away from glass windows. Assume a protective, curled position for head and eye protection. Do not return to your work center until the okay is given.

**BOMB THREAT:** If you observe a suspicious object or potential bomb **DO NOT HANDLE THE OBJECT!** Clear the area immediately. Follow your building evacuation procedures. If you receive a bomb threat over the phone, stay calm and gather as much information from the caller as possible. Pass that information on to the proper authorities.

**THREAT OF VIOLENCE:** If you feel you are being threatened in any way—by a customer/client or a fellow employee do not confront or challenge the person, but try to speak calmly and politely to them. Signal another staff person or visitor to call the Director, or do it yourself if you feel it is safe to do so.

## Safety Responsibility Depends on Everyone



### IMPORTANT COUNTY PHONE NUMBERS

Emergency.....	911
County Police.....	704-866-3320
Animal Control.....	704-922-8677
Emergency Mgmt.....	704-866-3350
Fire Marshall.....	704-866-3355
Public Works.....	704-862-7605
Sheriff's Office.....	704-869-6800
Health Department.....	704-853-5000
Safety Coordinator.....	704-866-3157
Your Dept Manager.....	_____
Your Supervisor.....	_____
Other.....	_____
Other.....	_____