



# SHARE

JUNE/JULY 2023  
ISSUE #25

**SAFETY HEALTH AND RISK E-CONNECT NEWSLETTER**

LOCAL GOVERNMENT RISK MANAGEMENT SERVICES, INC. - A Service Organization of the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA and the GEORGIA MUNICIPAL ASSOCIATION

# EMPLOYEE HOT WEATHER

*Safety*

**P. 31**

*Also in this issue*

Summer Stress Relievers

Notes from the Road

Incident Investigation

Process

The opinions expressed in this newsletter are those of the author's and do not reflect the views of LGRMS, ACCG, or GMA.

## SAFETY THEME

DOWNLOAD THIS  
MONTH'S SAFETY POSTER

## HEALTH PROMOTION SERVICES

CHECK OUT THE LIVING  
WELL GEORGIA CORNER

## RISK/LIABILITY

CHECK OUT THIS MONTH'S  
LIABILITY BEAT

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3500 Parkway Lane  
Suite 110  
Peachtree Corners, GA 30092

[www.lgrms.com](http://www.lgrms.com)

## UPCOMING WEBINARS AND TRAINING EVENTS

### WORKERS COMPENSATION 101 PROGRAM TRAINING

**HALF DAY | 8:30AM - 12:30PM**

June/July 16 - Macon, GA  
July 18 - Gainesville, GA  
August 15 - Cartersville, GA

### CONTRACTS REGIONAL PROGRAM TRAINING

**FULL DAY | 8:30AM - 3:30PM**

July 19 - Gainesville, GA  
July 25 - Macon, GA  
August 16 - Cartersville, GA  
August 22 - Statesboro, GA  
August 23 - Tifton, GA

### SAFETY COORDINATOR I TRAINING

**HALF DAY | 9:00AM - 12:00PM**

August 1 - Tifton, GA  
August 29 - Macon, GA  
September 5 - Cartersville, GA  
September 12 - Gainesville, GA

### SAFETY COORDINATOR II TRAINING

**HALF DAY | 12:45AM - 3:45PM**

August 1 - Tifton, GA  
August 29 - Macon, GA  
September 5 - Cartersville, GA  
September 12 - Gainesville, GA

### SAFETY COORDINATOR III TRAINING

**HALF DAY | 9:00AM - 12:00PM**

August 2 - Tifton, GA  
August 30 - Macon, GA  
September 6 - Cartersville, GA  
September 13 - Gainesville, GA

### HEALTH PROMOTION CHAMPION TRAINING

**FULL DAY | 9:00AM - 12:00PM**

September 12 - Gainesville, GA  
September 19 - Cartersville, GA  
September 21 - Macon, GA  
September 26 - Tifton, GA  
September 28 - Statesboro, GA

### LEERS TRAINING

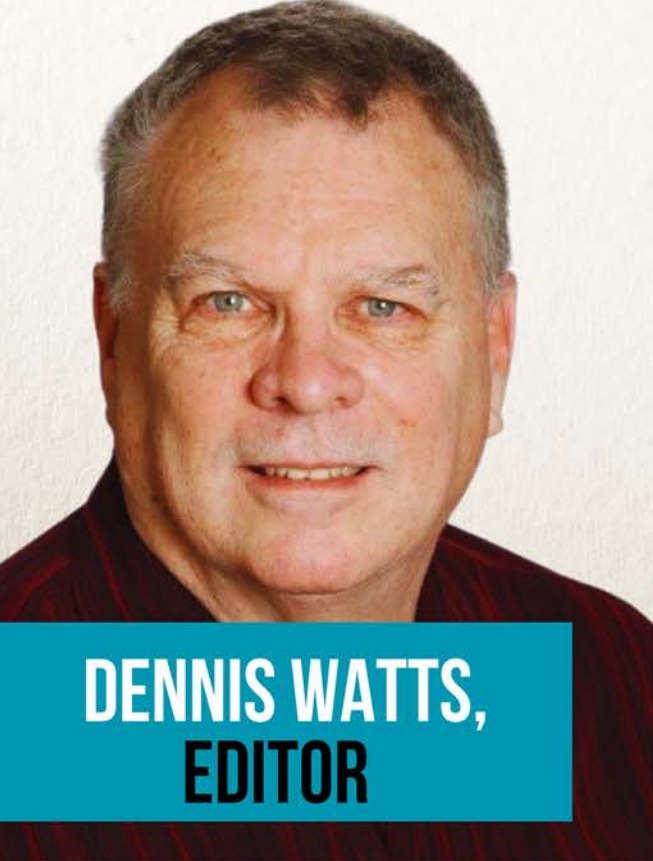
**FULL DAY | 8:30AM - 3:30PM**

September 5 - Bainbridge, GA  
September 7 - Waycross, GA  
September 12 - Jasper, GA  
September 14 - Brunswick, GA  
September 19 - Tifton, GA  
September 21 - Forsyth, GA  
September 26 - Garden City, GA  
September 28 - Athens, GA  
October 3 - Pine Mountain, GA

### IMPORTANT NOTE:

Dates June/July be subject to change. Please check the LGRMS website for the most current listing of training events in your area. Please visit:

[www.lgrms.com/trainingeventcalendar](http://www.lgrms.com/trainingeventcalendar)



**DENNIS WATTS,  
EDITOR**

# A NOTE FROM THE EDITOR

*Welcome to June/July*

Welcome to the June/July double edition of SHARE, the monthly publication of Local Government Risk Management Services (LGRMS). SHARE is sent to all GIRMA/IRMA, WC, and Life & Health members 10 times per year.

SHARE has two sections: (1) a general safety, risk, and health section, and (2) a worker safety-focused section similar to the old Safety Theme.

We cover those topics and issues most relevant to Local Governments in Georgia, plus some new features. We look forward to your feedback. The LGRMS SHARE is published on or around the 20th of each month. If you are not currently on the distribution list to receive our monthly newsletter, it can be downloaded for free from the LGRMS website ([www.lgrms.com](http://www.lgrms.com)).

## IN THIS ISSUE

In this issue we have a variety of articles focusing on current

topics affecting local governments. Workers and worker safety is always our number one focus. As part of that, our focus for the June/July Safety Theme discusses the Hot Weather Safety. The issue also includes the HPS article regarding Maximizing Summer Fun, Notes from the Road, High Risk Critical Tasks/Roll Call, Heavy Equipment Maintenance, Decatur County Drone System, and the HPS Monthly Toolkit.

We have also included the list of upcoming training events for the 2023 calendar year. To find out what's available, go to [www.lgrms.com](http://www.lgrms.com) and click on TRAINING EVENT CALENDAR (No login credentials are necessary to register). For questions or issues, contact Shamilla Jordan at [sjordan@lgrms.com](mailto:sjordan@lgrms.com), or Cortney Steptor at [csteptor@lgrms.com](mailto:csteptor@lgrms.com).

## QUESTIONS OR CONCERNS

Should you have any questions or concerns, please contact: Dennis Watts, [dwatts@lgrms.com](mailto:dwatts@lgrms.com), or Shamilla Jordan, [sjordan@lgrms.com](mailto:sjordan@lgrms.com).



# DIRECTOR'S CORNER



By Dan Beck, LGRMS Director

## Why Your Organization Needs A Work-related Incident Investigation Program

As typically, I will start out with a few questions. 1. Does your organization conduct investigations after employee injuries? 2. Does your organization conduct investigations after any property damage or vehicle collision? 3. If your answer to either of those questions is yes, does your organization have a program/policy to guide you on how, what, where and when?

Like anything else, if you don't have a documented set of guidelines there is no way to manage your process and expectation. The policy or program doesn't have to be long or complicated. The simpler the better. If you can fit it on one page, that would be great. The policy will need to answer several questions, which may include:

1. What type of incidents are required to be investigated?
2. How and when should those incidents be reported?

3. Who is required to investigate those incidents?
4. How are those identified to complete investigations trained?
5. When should those investigations be initiated and completed?
6. How are investigations documented?
7. What information needs to be gathered during an investigation?

Essential Components of a Work-Related Incident Investigation Program (See link to investigation program template):

1. **Roles and Responsibilities:** The program should outline clear roles and responsibilities for all that are involved in the incident investigation process. This could include Program managers/owners, department manager/supervisor, and employee.

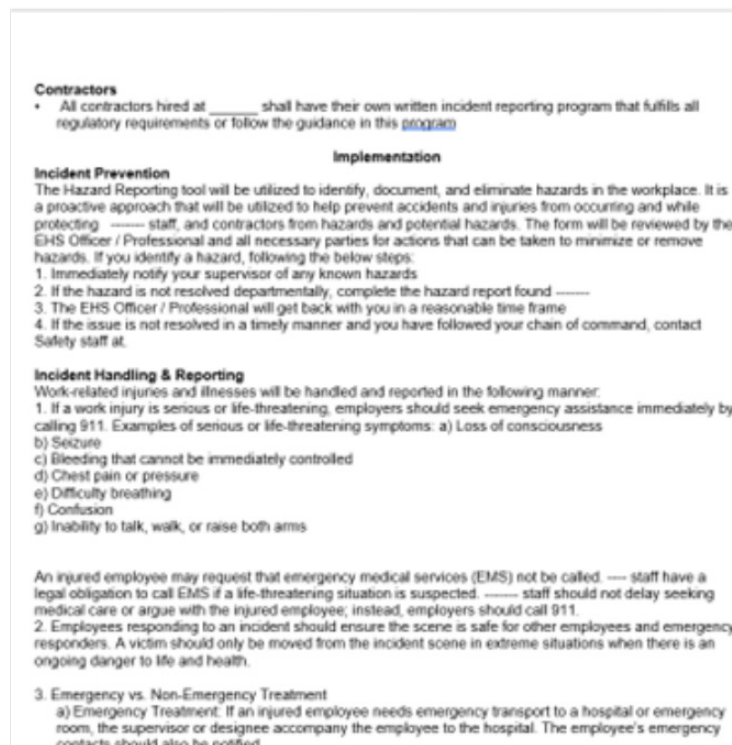
2. **Reporting and Documentation:** The program should outline clear procedures for reporting incidents and near misses promptly. It should emphasize the importance of comprehensive documentation to facilitate accurate investigations.
3. **Investigation Process:** A structured and systematic investigation process should be established, including incident scene preservation, data collection, witness interviews, and analysis of evidence. The program should define roles and responsibilities of investigators, ensuring objectivity and impartiality.
4. **Root Cause Analysis:** The program should incorporate methodologies for conducting thorough root cause analyses, such as the "5 Whys" or the "Fishbone Diagram." This allows investigators to identify underlying factors

contributing to incidents, such as human error, equipment failure, or inadequate training.

5. **Corrective Actions:** The program should outline the process for implementing corrective actions based on the findings of incident investigations. It should prioritize preventive measures and ensure their timely implementation to address identified hazards and deficiencies.
6. **Communication and Training:** Effective communication channels should be established to inform employees about incident investigation outcomes, lessons learned, and implemented corrective actions. Additionally, ongoing training and awareness programs should be conducted to enhance employee knowledge of safety procedures and risk mitigation strategies.

## Incident Investigation Program Template.

CLICK [HERE](#) TO DOWNLOAD



## DECATUR COUNTY FIRE DEPARTMENT DRONE TO INCREASE LIFE-SAVING EFFORTS

by Lenah Allen, WALB.com

BAINBRIDGE, Ga. (WALB) - The Decatur County Fire Department is unveiling new life-saving technology — a drone system that fire personnel will now use in rescues and fires.

The drone system will help expand life-saving efforts in 50% of the over 800 average calls they respond to throughout the year.

“This drone has the capabilities of using thermal and the advantage of thermal is it allows us to see heat signature, even if someone touched something. It’s one more tool that we’re able to use out of our toolbox,” said Jamie Erp, Decatur County assistant fire chief.

After determining there was a huge need for more safety tools, the department was able to secure the drone with an over \$6,000 grant through the county’s risk management group. The drone also comes with advanced features like flood lights, a speaker and GPS — all of which will be a way firemen can save lives take before they even step on the scene.

“When you talk about the current fatality rate, you know, maybe loss of life, serious injuries even included, if you were to calculate the timesthis would have made a difference. I say it’s greater than 75% of the time,” Erp said. And with 14-15 calls they respond to a year being rescue operations, Erp said the drone will cut down on search times.

“We have this aerial view of a perimeter that might

take hours, days to walk. We can scope it and that is all the difference it would take between somebody living and dying from hypothermia,” he said. Engineer EMT Tyler Dalton remembers several calls he’s responded to where the system could have drastically helped. One of those calls was the tornado that ripped through Decatur County in April. Fortunately, no one was hurt but Dalton says there was extensive damage left behind that took more time to assess.

“There were certain areas it went through and rural roads that had a hard time getting to and getting through where if we would have had this, we could have deployed up above the road and actually been able to inspect (the) damage and to see if there was anybody else that actually needed rescuing,” he said.

Erp recalls a time when he was rescuing someone on the river who was in a boat crash. The rescue took hours to complete as they were only relying on the victim’s cell signal which was dying every second the search went on.

“We run about probably 14 to 15 calls a year where this piece of apparatus alone would make all the difference,” he said.

Currently, the department is in the training process to make sure everyone knows how to operate this drone system. But this new tool will hopefully be going on calls in the next two to three months.





# 2023 LGRMS REGIONAL TRAINING

Next LGRMS Training Begins:



Tuesday, 18th July 2023



08:30 AM - 12:30 PM



**WORKERS COMPENSATION 101  
GAINESVILLE, GA**

**Register for a Class Now**

**For more information:**

[cstepter@lgrms.com](mailto:cstepter@lgrms.com)

[www.lgrms.com](http://www.lgrms.com)



## OTHER REGIONAL TRAINING



**Regional Contracts  
Training**  
Next Class July 19th  
Gainesville, GA



**Health Champion  
Training**  
Next Class September 12th  
Gainesville, GA

# REGISTER FOR AN LGRMS IN-PERSON REGIONAL TRAINING CLASS TODAY!



[CLICK HERE TO REGISTER](#)



**HAS ANYTHING CHANGED?  
FILL OUT THE FORM ON PG. 9**

To ensure that we are able to keep you abreast of program changes, training dates, etc., we are asking that you please take a moment to complete the Contact Information form on page 9.

For your convenience, we have made it fillable (meaning that you can fill it out online, save, and send it back via email); or if you prefer, you June/ July print it out, complete the required fields, and send it back to us via mail or fax.

**LGRMS**  
Attn: Cortney Stepter  
3500 Parkway Lane  
Suite 110  
Peachtree Corners, GA 30092

Email: [lgrmsadmin@lgrms.com](mailto:lgrmsadmin@lgrms.com)

Fax: 770-246-3149



# CONTACT LIST FORM

Date: .....

## ORGANIZATIONAL INFORMATION

ACCG

GMA

ADDRESS

CITY

STATE

ZIP CODE

COUNTRY

PHONE

E-MAIL

## CONTACT INFORMATION

PRIMARY CONTACT NAME

TITLE

ROLE

LOSS CONTROL

HEALTH & WELLNESS

EMAIL ADDRESS

PHONE NUMBER

ARE YOU THE SAFETY COORDINATOR

YES

NO

IF NO, PLEASE PROVIDE NAME & EMAIL

SECONDARY CONTACT NAME

TITLE

EMAIL ADDRESS

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LIABILITY BEAT



*June/July*  
HIGH-RISK CRITICAL TASK

# CARE

CUSTODY, RESTRAINT AND TRANSPORTATION  
OF PRISONERS

by Natalie Sellers,  
Sr. LGRMS Law Enforcement Risk Consultant



## June/July Roll Call High-Risk Critical Task/Care, Custody, Restraint, and Transportation of Prisoners

The only clear-cut case of duty to protect, relates to the prisoners who are in government custody and the reason for this duty is that person who is involuntarily held cannot protect themselves. There is one common thread in duty to protect cases, that the law enforcement officer, or actions thereof, is not the cause of the harm. The harm must have come at the hands of someone else, the individual included, and the allegation is that law enforcement officer should have acted to stop that person from causing the harm, which includes self-inflicted harm and harm from others.

There is no general constitutional duty to protect free citizens, however there is a clear case of a duty to protect when a citizen is in the custody of a state or municipality. *“The due process clause does not require the State to provide its citizens with particular protective services, it follows that the State cannot be held liable under the clause for injuries that could have been averted had it chosen to provide them.” DeShaney v. Winnebago County 489 U.S. (1989)*

This leads to the question of what type of circumstances would lead to liability for the police based on making a plaintiff more vulnerable? A major court decision that offers guidance is the case of Jeffery Dahmer. Two officers had contact with Dahmer when 14-year-old Sinthasomphone escaped Dahmer’s apartment and two witnesses observed the child walking in the street

naked and dazed. The officers believed that Dahmer and Sinthasomphone were having a “lovers quarrel” so they sent the fire department away, threatened to arrest the citizens trying to assist the boy, and placed Sinthasomphone back into Dahmer’s custody. He was subsequently murdered by Dahmer. Based upon “functional custody” the police had an obligation to protect the child.

Transportation and restraint by law enforcement agencies of persons who are in custody is a constant requirement and a frequent activity. Two general time periods are involved. The first is immediately after arrest when the arrestee is taken to the agency's holding facility for booking, processing, and short-term holding. When a person is placed in the patrol car for safe transport, it is crucial to understand that person is in “custody” and therefore there is a constitutional duty to protect. Seatbelts restraints, even though not always is, are a must in prisoner transport.

The second concerns the movement of prisoners from the holding facility to a hospital or other medical facility; to court; to attend a funeral, or for other reasons. Regardless of the reason for the transportation of prisoners, potential hazards are always present and safe transportation of the prisoners requires restraints.

Therefore, it should be the policy of any agency to establish uniform procedures that provide adequate safety and security for prisoners, transporting officers, and the public during prisoner transport. There is a clear-cut duty to protect prisoners who are in custody of the agency because persons who are involuntarily held



cannot protect themselves.

## Roll Call Training Scenarios

**Scenario:** Officers are attempting to arrest a very intoxicated driver for DUI. The suspect resists arrest by pushing officers and attempting to run. The suspect is taken to the ground, and he attempts to strike and kick officers. After a struggle officers handcuff the suspect. He continues to kick at officers, and they use a hobble strap to stop the kicking.

**Question:** What should officers do next?

**Answer:** Officers should not leave the suspect face down. Rather, the officers should sit the suspect upright to avoid possible asphyxiation. If the suspect displays difficulty breathing or sustained injuries during his resistance to the arrest, the officers should call emergency medical services (EMS) to check the suspect prior to transport. Additionally, an officer should check the handcuffs for proper fit and double lock the handcuffs.

**Question:** Should the officers “hog-tie” suspect such that his feet and hands are in proximity?

**Answer:** No. The use of the “hog-tie” is not allowed in policy due to the risk of positional asphyxia. Additional facts to the scenario: The suspect was seated upright and calm. He was not having difficulty breathing and did not have apparent injuries from the struggle. He is placed in the backseat of a police vehicle for transport to the hospital for a blood test.

**Question:** What should the officers do before transporting the arrestee?

**Answer:** Seatbelt the arrestee. The policy requires officers to seatbelt arrestees prior to transport unless some exigent circumstance makes the use of a seatbelt impractical.

## Model Policy - Transportation & Restraint of Prisoners

Related Policies:

This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Applicable State Statutes:

CALEA Standard: 71.1.1 through 71.1.4, 71.1.6, 71.1..7, 71.2.1, 71.3.1 through 71.3.3, 71.4.1, 71.4.2

Georgia Law Enforcement Certification: 2.9 All personnel that are authorized to transport detainees shall attend annual training on the agency’s policy on transporting detainees. 6.9 – 6.12

I. Purpose: To establish guidelines for the reasonable and safe transportation and restraint of prisoners.

II. Policy: Transportation and restraint by law enforcement agencies of persons who are in custody is a constant requirement and a frequent

activity. Two general time periods are involved. The first is immediately after arrest, when the arrestee is taken to the agency's holding facility for booking, processing and short-term holding. The second concerns the movement of prisoners from the holding facility to a hospital or other medical facility; to court: to attend a funeral or visit a seriously ill relative; and for other reasons.

Insert to other facility. Regardless of the reason for the transportation of prisoners, potential hazards are always present. Therefore, it is the policy of this agency to establish uniform procedures that provide adequately for the safety and security of prisoners, transporting officers, and the public during prisoner transport.

### III. DEFINITIONS:

A. CONTRABAND – Articles or substances prohibited from the possession of prisoners.

B. HANDICAPPED PRISONER-A prisoner with an anatomical, physiological, or mental impairment that hinders mobility.

C. PRISONER – A persons who has been arrested and taken into custody.

D. PROPER SEARCH – The physical inspection of a prisoner's person, clothing, and effects for weapons or potentially hazardous articles to be used against law enforcement personnel. This search shall also have consideration for contraband, such as narcotics, narcotic paraphernalia and implements which may facilitate an escape from custody or confinement. A proper search shall be conducted in accordance with federal and state constitutions and statutes and be

consistent with this agency's policy on searches.

E. RESTRAINING DEVICES – Equipment such as handcuffs, flex-cuffs, leather restraint belts, leg irons, hobble devices, and maximal restraint tools, used to restrain the movement of the prisoner.

F. SECURITY HAZARD – Any threat to the security of the prisoner, to the facility in which he/she is held, or to others with whom the prisoner may come into contact. Estimations of the degree of security hazard will govern the means of transport, the kinds of restraining devices to be used, and other actions to be taken by agency personnel to provide proper protection for and security of the prisoner.

G. TRANSPORTING OFFICER – an agency employee who is responsible for transporting a prisoner from one point to another.

### H. TRANSPORTATION OPERATIONS:

1. VEHICLE INSPECTION: At the beginning and end of each shift, all vehicles regularly used for prisoner transport, shall be inspected by the agency member assigned to that vehicle to determine that all safety devices are in working order and that the interior is free of weapons and contraband.

2. Prior to placing a prisoner in a vehicle for transport or detention, the officer shall inspect the interior for weapons and contraband. An additional inspection shall be conducted after the prisoner has been delivered to the detention facility or other destination.

## I. RESTRAINING DEVICES:

1. Officers shall use only those restraining devices for which they have been trained.
2. With few exceptions, all prisoners shall be handcuffed, double locked and checked for proper application, with their hands behind their back.
3. Officers shall document, in their report that “subject was handcuffed, checked for fit and double-locked.”
4. Officers may use discretion in restraining persons or using other restraining devices in specific cases such as:
  - a. Obvious state of pregnancy;
  - b. Prisoner has a physical handicap;
  - c. Prisoner has injuries that could be aggravated by standard handcuffing procedures;
  - d. Elderly; and very young persons.
  - e. All prisoners shall be secured with seatbelts. No prisoner shall be handcuffed to any part of the police vehicle.
  - f. With the approval of a supervisor, leg irons, hobbles or flex-cuffs may be applied to the ankles of a prisoner who violently resists arrest, is an escape risk, is prone to violent behavior, or manifests mental disorders that pose a threat to the prisoner, the transporting officer, or the public.

## J. TRANSPORT

1. Prior to transport, the officer shall thoroughly search all prisoners for any weapons, tools of escape, or contraband.
2. The transporting officer shall conduct a pat-down

frisk for the purpose of seizing any weapons or tools of escape. The officer shall conduct a further search incident to the arrest for the purpose of seizing weapons, contraband or evidence of the crime.

3. In the event that the transporting officer and prisoner are of the opposite sex, the transporting officer may conduct a limited pat-down frisk for the purpose of seizing any weapons, tools of escape or contraband. This search should be observed, if possible, by a witness or in front of the vehicle video camera, and the officer is advised to use the back of his/her hand or some object such as a pen.

4. When possible and practicable, an agency member of the same sex should be requested for these types of searches.

5. Any search shall be documented by the transporting officer.

6. Prior to transporting a prisoner, the transporting officer shall notify the dispatcher:

- a. Identity of the prisoner;
- b. Arrest location and destination; and
- c. Vehicle odometer mileage; and
- d. Vehicle odometer mileage at time of arrival at the intended destination.

7. Prisoners shall be transported in the following manner:

- a. If the transport vehicle is equipped with a safety barrier, the prisoner shall be placed in the rear, right-side seat. The transporting officer(s) shall be



- positioned in the front seat.
- b. If the transport vehicle is equipped with a safety barrier, and two prisoners are being transported, then two officers shall make the transport where feasible. The prisoners shall be placed in the rear seat. The transporting officers shall be positioned in the front seat.
  - c. Up to three prisoners may be transported in a vehicle equipped with a safety barrier, provided that two officers make the transport. The prisoners shall be placed in the rear seat. The transporting officers shall be positioned in the front seat.
  - d. A prisoner may be transported in a vehicle not equipped with a safety barrier. However, two officers must make the transport. One officer shall operate the vehicle while the second officer is seated in the rear seat, directly behind the operator of the vehicle. The prisoner shall be seated in the rear, right-side seat.
  - e. All prisoners being transported shall wear properly fastened seat belts.
  - f. Prisoners shall not be transported in a reclined position.
  - g. Any wheelchairs, crutches, prosthetic devices, and medication shall be transported with, but not in the possession of the prisoner.
  - h. Prisoners shall not be left unattended while being transported.
  - i. Unless approved by a supervisor, no stops will be made while transporting a prisoner.
  - j. A transporting officer shall not respond to the need for law enforcement services or back-up unless the risk to other citizens or law enforcement officers is

- both clear and serious and the risk to the prisoner(s) is minimal. When the need for these services is of a non-serious nature, the officer shall notify dispatch.
- k. Prisoners of the opposite sex shall not be transported in the same vehicle unless extraordinary circumstances exist, and only when approved by a supervisor.
  - l. If a prisoner is to be transported to court or any other facility, the prisoner is believed to be a security hazard, the transporting officer(s) shall inform the receiving court of law enforcement personnel in order that they may prepare to accept custody of the prisoner.

#### 8. SPECIAL TRANSPORT SITUATIONS

- a. If a prisoner becomes sick or injured incidental to arrest, the transporting officer, when possible, shall summons emergency medical support to examine the prisoner prior to transport.
- b. If emergency hospital treatment is necessary, the prisoner and at least one officer shall be transported by the rescue to the hospital. The officer shall remain with the prisoner (unless prevented by emergency circumstances or treatment needs) until the hospital personnel release the prisoner or until appropriate security can be arranged.
- c. If emergency hospital treatment is not necessary, and a reasonable request is made by the prisoner to go to the hospital, the prisoner shall be transported in an agency vehicle.
- d. Prisoners with physical handicaps may be transported in agency vehicles. All reasonable precautions shall be taken by the transporting officer to ensure the security and reasonable

comfort of the prisoner, without compromising the safety of the transporting officer(s).

e. Appropriate measures for the security and control of prisoners in medical facilities shall be taken.

Whenever an officer transports a prisoner, or is transported with a prisoner, to a medical facility, the officer shall:

- Maintain a constant view of the prisoner;
- Ensure that proper restraints are applied to the prisoner until the medical staff needs them removed for medical treatment. Once treatment is completed, proper restraints shall be reapplied;
- Guard against any injury to the officer and all medical staff;
- If required to guard the prisoner, and when possible, rotate guarding assignments at regular intervals to avoid complacency;
- Ensure that the prisoner does not have contact with visitors;
- Notify hospital security, if available, and the law enforcement agency within the jurisdiction of the medical facility of the presence of a prisoner within the hospital;
- If the prisoner is admitted to the medical facility, and cannot be arraigned by a Bail Commissioner or issued a summons, notify the Shift Commander to arrange for 24 hour guard coverage;
- Upon the prisoner's release from the medical facility, and prior to transport, the prisoner shall be thoroughly searched; and
- Upon the prisoner's release from the medical facility, the transporting officer shall ensure that all medical records and instructions for future treatment are in the prisoner's possession and are

provided to the detention facility.

f. Whenever a prisoner is to be transported and has been involved in the following types of incidents, special safety considerations shall be adhered to.

When the prisoner:

- Was involved in a violent struggle during apprehension,
- Was subjected to the use of a chemical agent, Taser, neck restraint hold, multiple body weight control, or impact strikes to the body,
- Is highly intoxicated on either alcohol or drugs or a combination.
- Is secured by maximal restraints, four-point restraints, TARP devices, or a hobble tool, or

g. Evidence a difficulty in breathing, the transporting officers shall:

- Ensure that the prisoner remains in a seated, upright position.
- One officer shall maintain constant visual and audible observation of the prisoner.
- If there is any indication that the prisoner is in medical distress the officer(s) shall administer emergency medical attention consistent with his/her level of training and shall immediately summon emergency medical support, and shall advise the detention staff accepting the prisoner of all of the above circumstances.

K. Training: All personnel that are authorized to transport detainees shall attend annual training on this agency's policy on transporting detainees.

# NOTES FROM THE ROAD

## HOMework *Academy*



by Chris Ryan  
Sr. LGRMS Risk Control Consultant

I was visiting the Thomaston Housing Authority and meeting with Ms. Patricia Allen. She was speaking to me about a program they have called HomeWork Academy. Yes, the spelling is correct. This is an after-school program she developed and brought to this location. They co-op with the school system to provide them with two teachers per semester to help the children do their homework after school.

They have 25 students in this program per semester. If the student does not have any homework that day, the Library in that area donated books for them to read. They have also received a grant from the local EMC (Electric Membership Corporation) to help fund the program. She said this year they had eight graduates, the most they have ever had from this program.

They also provide the graduates with a parade and

lunch, and during these festivities, the graduate is required to tell the attendee what their next step is going to be. The reason they do this is because Ms. Allen tells them it is very important to know your next step. This program has also been given a bus they use to conduct college tours. It is one of the best programs I have ever heard about, and it has been going on for over ten years now.





# HEAVY EQUIPMENT MAINTENANCE



by Vincent Scott  
LGRMS Risk Control Consultant

A maintenance program cannot be considered good without record-keeping. Each piece of movable equipment should have its own inspection, maintenance, and repair file. Operators should be responsible for knowing the mechanical condition of their vehicles. It is the driver who must verify that at the start of each shift the vehicle is in good condition. If the vehicle is leased, the record should identify the contractor supplying the vehicle.

Routine maintenance involves regularly scheduled tasks that ensure the functionality of your equipment. Some examples of routine maintenance for heavy equipment include:

- Oil changes
- Lubrication checks
- Tire inspections

Preventative maintenance involves a whole team performing tasks to anticipate and fix problems before they grow larger. It involves using the manufacturer's guide and applying an organization or operator's experience to assess a piece of machinery. Some examples of preventative maintenance include:

- Visual inspections
- Technical monitoring
- Oil analysis

Get the most out of your equipment and ensure your equipment availability is consistent with these heavy equipment maintenance tips.

## 1. **Heavy Equipment Maintenance Checklist**

Creating and following a heavy equipment maintenance checklist gives you the best chance at staying in front of potential problems. Some parts of the checklist will

be daily requirements, while others are based on the duration of the operation.

## 2. Pre-start Checks

Before turning on any piece of heavy equipment, you should go through a pre-operation checklist. Some things to check include the following:

- Park equipment in a safe area
- Looking for fluid leaks or visible damage
- Check cab for cleanliness.

## 3. Warm-up Checks

As you start the heavy equipment, let it run for about 10 minutes while you perform a warm-up inspection.

- Check the air filter for excess debris
- Listen to strange noises
- Test all the lights
- Check fluid levels, brakes, and hydraulic system

## 4. Daily Operating Checks

As you're operating heavy equipment, you should

monitor gauges and keep an eye out for irregularities.

These may include:

- Strange noises
- Excessive vibrations
- Performance problems

## 5. Shutdown Check

Upon completing your shift, you should refuel the tank and park it in a safe zone. Before shutting it down, let the engine idle for about five minutes. If possible, clean the machine in a washing station.

LGRMS offers Heavy Equipment Operator Safety, via in-person and through web-based training. This course will cover the basics for remaining safe around heavy equipment as well as some specific concepts and guidelines for you to follow when working with heavy construction equipment. Please contact your Risk Control Consultant to identify what option works best for your organization.





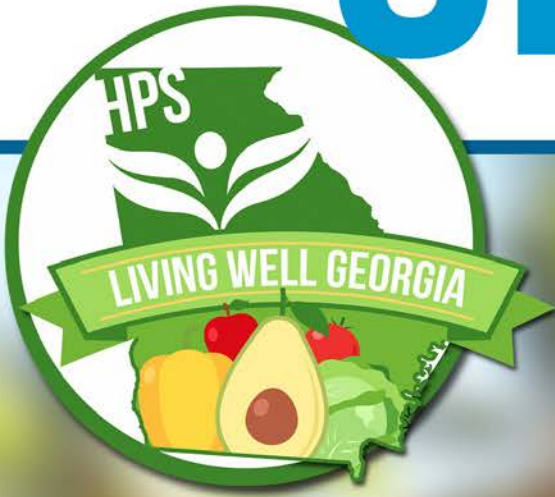




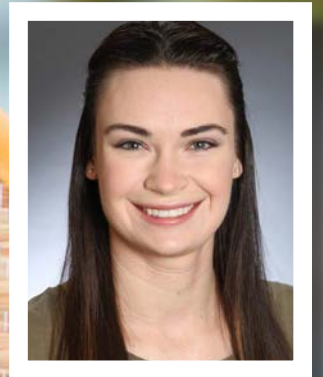
**RELAX.** Summer is finally here, but don't get too lost in it's beauty, because hazards are all around. With this understanding in mind, be sure to take time to refresh and unwind.







# MAXIMIZE SUMMER FUN



by Paige Rinehart  
LGRMS Health Promotion Consultant



## MAXIMIZE SUMMER FUN

Remember the basics to maximize summer fun. Taking some precautions can avoid losing treasured moments to overexposure from sun or heat.

**Stay hydrated.** Before heading outdoors, drink a full glass of water. Take water with you and continue to drink.

**Keep cool.** Plan activities for early morning or evening when the sun is not as hot. In extreme heat, seek shelter or shade.

**Protect your skin.** Aside from increased risk of skin cancer and premature aging, sun burn also contributes to dehydration. Wear a wide-brimmed hat, sunglasses and apply a broad-spectrum sunscreen with UVA/UVB protection of SPF15 or higher.

**Keep it dry.** Summertime cocktails can be refreshing, but also leads quickly to dehydration and higher risk of accidents. When possible, dilute drinks and alternate with a full glass of water.

### Steps To Cool The Body From Heat

#### Exhaustion:

- Drink cool, nonalcoholic beverages.
- Rest.
- Take a cool shower, bath or sponge bath.
- Seek a cooled or air-conditioned environment.
- Wear lightweight clothing.



## SUMMER STRESS RELIEVERS

Whether a vacation, staycation or business as usual, everyone needs a break and relief from stress. Any changes, including taking a vacation, having kids out of school for summer, even having a new baby or getting a new pet are all positive things that can cause stress. When tension starts to build up, instead of melting down, try these simple tips for stress relief:

- **Meditation.** Sit with your eyes closed for 10-20 minutes once or twice a day. Silently repeat a word, sound or phrase. Focus on the sound of your breath and ignore intruding thoughts.
- **Cool off.** Decompress by cooling off with water. Try splashing cold water on your face, placing a cold wet washcloth over your forehead and the bridge of your nose, taking three deep breathes and then breathe normally for five minutes.
- **Laugh.** Go to a live comedy show, watch a funny movie and ask friends to send you funny memes they come across. Even if you don't feel like smiling, a joke can feel pretty good.
- **Find greenery.** Go outside, as any exposure to nature can calm your senses when the pressure mounts.



There are many ways you can protect yourself, as well as your employees, this summer. You can start by participating in the LGRMS HPS Forum Call, in which we'll go over a Health Toolkit that provides "tools" to promote health in your organization. The Health Toolkit for July and August are available now. In them, you'll receive all the tools you'll need beforehand to start planning.

The 2023 Monthly Forum Call calendar is out too. The Forum Call is for Health Promotion Champions and individuals responsible as health promotion leaders, administrators, HR and personnel directors, clerks, health/safety coordinators, and wellness/health benefit

coordinators. All are welcome to participate. You'll receive an invite each month.

Please stay on the lookout!



## 2023 Monthly Forum Call Calendar

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>January</b> <ul style="list-style-type: none"> <li>• Monthly Forum Call Calendar placed in SHARE</li> <li>• February Toolkit available</li> </ul> </li> <li>• <b>February</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>02/17/2023</u></li> <li>• Will discuss March Toolkit</li> </ul> </li> <li>• <b>March</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>03/17/2023</u></li> <li>• Will discuss April Toolkit</li> </ul> </li> <li>• <b>April</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>04/21/2023</u></li> <li>• Will discuss May Toolkit</li> </ul> </li> <li>• <b>May</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>05/19/2023</u></li> <li>• Will discuss June Toolkit</li> </ul> </li> <li>• <b>June</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>06/16/2023</u></li> <li>• Will discuss July Toolkit</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• <b>July</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>07/21/2023</u></li> <li>• Will discuss August Toolkit</li> </ul> </li> <li>• <b>August</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>08/18/2023</u></li> <li>• Will discuss September Toolkit</li> </ul> </li> <li>• <b>September</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>09/15/2023</u></li> <li>• Will discuss October Toolkit</li> </ul> </li> <li>• <b>October</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>10/20/2023</u></li> <li>• Will discuss November Toolkit</li> </ul> </li> <li>• <b>November</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>11/17/2023</u></li> <li>• Will discuss December Toolkit</li> </ul> </li> <li>• <b>December</b> <ul style="list-style-type: none"> <li>• Forum Call will be held on <u>12/01/2023</u></li> <li>• Will discuss January Toolkit</li> </ul> </li> </ul> |
|---|---|

### Call Time

**11:30 AM-12:00 PM**

### Dial-In Number

**(267) 930-4000**

### Participant Code

**491-626-960**

# TACKLING OUR WAY INTO 2023







WEEK	ACTION/ACTIVITY	RESOURCES
Week of July 23rd	<ul style="list-style-type: none"> <li>● Start planning for first week of August</li> <li>● Promote events on company's social media site and company intranet sites</li> <li>● Consider promoting the Move Your Way Activity Planner and/or using it for an activity challenge</li> <li>● Consider hosting a Physical Activity training</li> <li>● Consider promoting Move More Together weekly 5-Minute Movement Breaks</li> <li>● Consider promoting a weekly walk or exercise class</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Move Your Way Activity Planner</a></li> <li>● <a href="#">Move More Together- Fierce 5 Movement Breaks</a></li> </ul>
Week of July 31st	<ul style="list-style-type: none"> <li>● Distribute flyer Move Your Way</li> <li>● Distribute video Tips for Getting Motivated</li> <li>● Promote and launch weekly walk/activity challenge</li> </ul>	<ul style="list-style-type: none"> <li>● Flyer – <a href="#">DHHS: Move Your Way</a></li> <li>● Video- Move Your Way: <a href="#">Tips for Getting Motivated</a></li> </ul>
Week of August 7th	<ul style="list-style-type: none"> <li>● Distribute video Fierce 5 Movement Break: Flexibility</li> <li>● Distribute poster Make Every Move Count</li> <li>● Continue weekly walk/activity challenge</li> </ul>	<ul style="list-style-type: none"> <li>● Video – <a href="#">AHA: Fierce 5 Movement Break: Flexibility</a></li> <li>● Poster – AHA: <a href="#">Make Every Move Count</a></li> </ul>
Week of August 14th	<ul style="list-style-type: none"> <li>● <i>Distribute video Fierce 5 Movement Break: 5-Minute Core Activation</i></li> <li>● <i>Distribute flyer Cardio vs. Strength Training</i></li> <li>● <i>Continue weekly walk/activity challenge</i></li> </ul>	<ul style="list-style-type: none"> <li>● Video – AHA: <a href="#">Fierce 5 Movement Break: 5-Minute Core Activation</a></li> <li>● Flyer- <a href="#">Anthem: Cardio vs. Strength Training</a></li> </ul>
Week of August 21st	<ul style="list-style-type: none"> <li>● <i>Distribute video Fierce 5 Movement Break: Quick Blast Circuit</i></li> <li>● <i>Distribute flyer Keep Exercise on Your To-Do List</i></li> <li>● <i>Continue weekly walk/activity challenge</i></li> </ul>	<ul style="list-style-type: none"> <li>● Video – <a href="#">AHA: Fierce 5 Movement Break: Quick Blast Circuit</a></li> <li>● Flyer – <a href="#">Anthem: Keep Exercise on Your To-Do List</a></li> </ul>
Week of August 28th	<ul style="list-style-type: none"> <li>● <i>Distribute video Fierce 5 Movement Break: Upper Body Strength</i></li> <li>● <i>Finish activity challenge and distribute any prizes</i></li> </ul>	<ul style="list-style-type: none"> <li>● Video – <a href="#">AHA: Fierce 5 Movement Break: Upper Body Strength</a></li> </ul>



# FUN WITH RECIPES

## SUMMER SMOOTHIE

### INGREDIENTS:

Strawberry | Banana | Blueberry | Cranberry Juice |  
Peanut Butter



- 1 Cup frozen strawberries
- 1 Banana
- 1/2 Cup blueberries
- 2/3 Cups low-sugar cranberry juice
- 12 Tbsp peanut butter

Add ingredients to a blender. Adjust liquid for preferred consistency and blend until smooth.

## ASIAN SUMMER SLAW

### INGREDIENTS:

Napa Cabbage | Canola Oil | Orange Juice | Rice Vinegar |  
Brown Sugar | Ginger | Red Pepper | Snow Pea Pods |  
Apple | Sesame Seeds



- 2 Tablespoons canola oil
- 2 Tablespoons orange juice
- 2 Tablespoons rice vinegar
- 1 Tablespoons brown sugar
- 1 1/2 Teaspoon ground ginger
- 6 Cups Napa Cabbage, thinly sliced
- 1 Cup red pepper cut into strips
- 1 Cup snow pea pods, cut into strips
- 1 Cubed apple
- 1 Teaspoon toasted sesame seeds

Mix oil, orange juice, vinegar, brown sugar and ginger in a bowl until blended. Mix Napa Cabbage, bell pepper, snow peas, and apple in a separate large bowl. Add dressing, toss and cover in the refrigerator for 1 hour or until ready to serve. Then sprinkle with the sesame seeds before serving.

# WATER CHALLENGE PRINTABLES

Click on an image below to print out your water tracking form.

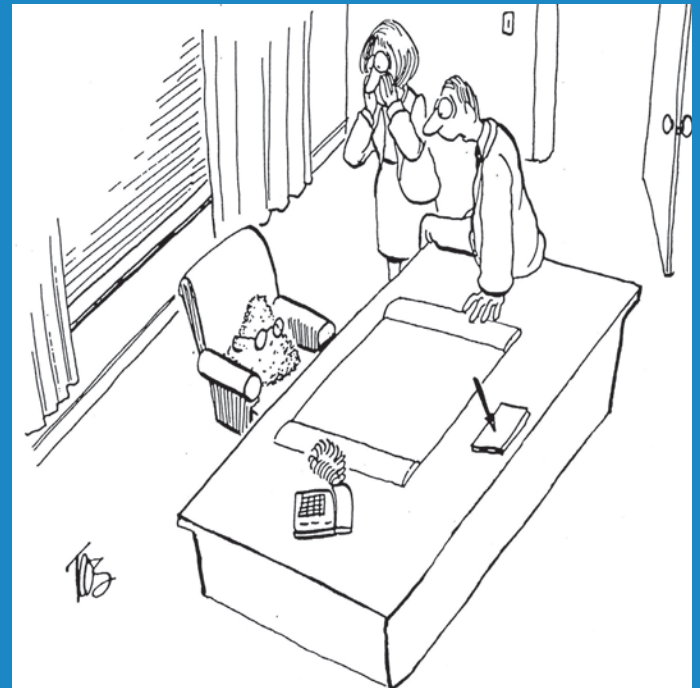
**30 DAY WATER CHALLENGE** 64 oz A DAY **Drink Your Water**

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7  
 Day 8 Day 9 Day 10 Day 11 Day 12 Day 13 Day 14  
 Day 15 Day 16 Day 17 Day 18 Day 19 Day 20 Day 21  
 Day 22 Day 23 Day 24 Day 25 Day 26 Day 27 Day 28  
 Day 29 Day 30

Water helps you to feel great, keeps you hydrated and will suppress your appetite. Start a habit and begin today!  
 WWW.DEVOURDINNER.COM

Drink 64 ounces of water per day ~ That's 8 cups of 8 oz!

## FUN WITH SAFETY CARTOONS



"Maybe we should have listened when he complained about the fluorescent lighting."



"He refuses to change the lightbulb until we change."

## WATER TRACKER

INSTRUCTIONS: FILL IN A DROP FOR EACH GLASS YOU DRINK

GOAL: FINISH THE WEEK WITH ALL YOUR DROPS FILLED

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

CrayonsAndCravings.com





# SHARE

JUNE/JULY 2023  
ISSUE #25

**SAFETY THEME**

LOCAL GOVERNMENT RISK MANAGEMENT SERVICES, INC., - A Service Organization of the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA and the GEORGIA MUNICIPAL ASSOCIATION



*Employee Safety Guidelines to*

# Enjoy Your Summer



## Enjoy a Safe and Fun-Filled Summer Holiday: Employee Safety Guidelines

**Introduction:** As the summer season approaches and employees eagerly anticipate their well-deserved holidays, it is essential to prioritize their safety. Summer holidays often involve various outdoor activities and travel, which can present unique risks. This one-page guide aims to provide important safety tips to ensure employees can enjoy a safe and memorable summer holiday. By following these guidelines, we can help promote a culture of well-being and protect our employees during their time off. Many of these apply equally to the workplace.

1. **Stay Hydrated:** Summer heat can be intense, leading to dehydration and heat-related illnesses. Encourage employees to drink an adequate amount of water throughout the day, especially during outdoor activities. Remind them to carry a refillable water bottle and stay hydrated to avoid heat exhaustion or heatstroke.

2. **Sun Protection:** Excessive sun exposure can cause sunburn, skin damage, and increase the risk of skin cancer. Advise employees to apply sunscreen with a high SPF before going outdoors and reapply it regularly. Encourage the use of hats, sunglasses, and lightweight, long-sleeved clothing to provide additional protection from harmful UV rays.

3. **Travel Safety:** If employees plan to travel during their summer holidays, remind them to prioritize safety. Encourage them to:

a. Check travel advisories and follow local guidelines and regulations.

b. Share travel itineraries with a trusted friend or family member.

c. Keep important documents like passports and identification secure.

d. Stay informed about weather conditions and potential natural disasters at their destination. I.e., use reliable transportation options and adhere to local traffic rules.

4. **Water Safety:** Many summer holidays involve swimming, boating, or other water-related activities. Promote water safety by:

a. Ensuring employees are aware of their swimming abilities and never overestimate them.

b. Encouraging the use of life jackets or personal floatation devices when participating in water sports or boating.

c. Reminding employees to swim in designated areas with lifeguards present.

d. Educating them about potential water hazards, such as strong currents or underwater obstacles.

5. **Outdoor Activity Precautions:** Employees engaging in outdoor activities like hiking, camping, or sports should consider the following precautions:

a. Properly plan and prepare for the activity, including carrying necessary equipment and supplies.

b. Inform someone about the planned activity, including expected return times.

c. Be mindful of the surroundings, wildlife, and

potential risks associated with the chosen activity.

- d. Dress appropriately, including wearing suitable footwear and protective gear.

**Conclusion:** By implementing these safety guidelines, we can help employees enjoy a safe and pleasant summer holiday experience. Encourage employees to take personal responsibility for their well-being and make informed decisions to mitigate potential risks. Additionally, provide resources such as emergency contact numbers and a support system to ensure assistance is readily available if needed. Remember, a safe summer holiday ensures our employees return refreshed, recharged, and ready to contribute to a productive work environment.



## Employee Hot Weather Safety

**Introduction:** Introduction: As the temperature rises during hot weather, it becomes essential for organizations to prioritize the safety and well-being of their employees. Working in hot conditions can lead to heat-related illnesses, reduced productivity, and increased safety risks. By implementing effective hot weather safety measures, employers can ensure the health and safety of their workforce. This one-page guide highlights key considerations and strategies for promoting employee safety during hot weather conditions.

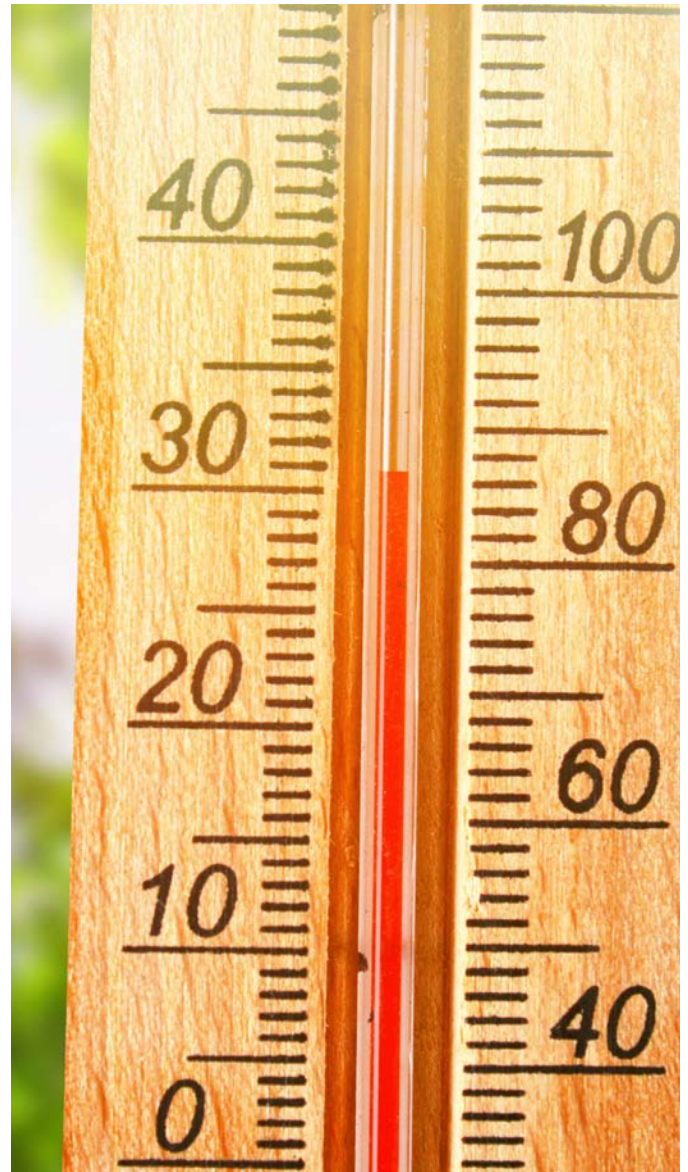
1. **Stay Hydrated:** Encourage employees to drink plenty of water throughout the day. Provide easy access to clean and cool drinking water in the workplace. Remind employees to drink water regularly, even if they don't feel thirsty. Avoid or limit the consumption of caffeine, sugary drinks, and alcohol, as they can contribute to dehydration.
2. **Dress Appropriately:** Allow employees to wear lightweight, loose-fitting clothing that is suitable for hot weather conditions. Consider relaxing dress codes during extreme heat. Encourage the use of breathable fabrics and protective clothing, such as wide-brimmed hats, sunglasses, and sunscreen to minimize sun exposure.
3. **Schedule Breaks:** Implement regular rest breaks in shaded or air-conditioned areas. Encourage employees to take short breaks to cool down and rest. Adjust work schedules, if possible, to avoid the hottest parts of the day. Consider providing additional breaks or longer lunch

breaks during extreme heat.

4. **Provide Adequate Ventilation:** Ensure workplaces have proper ventilation systems or fans in areas where employees work. Maintain air conditioning units and keep them in good working condition. If air conditioning is not available, provide portable fans or encourage the use of personal fans.
5. **Train Employees:** Educate employees about the symptoms and prevention of heat-related illnesses, such as heat exhaustion and heatstroke. Train supervisors and managers to recognize signs of heat-related illnesses and to respond promptly. Encourage employees to report any discomfort or symptoms they may experience.
6. **Modify Work Practices:** Adjust work tasks and schedules to minimize strenuous activities during the hottest parts of the day. Consider implementing a buddy system, where employees can watch out for each other and recognize signs of heat-related illnesses. Encourage employees to communicate any concerns or difficulties they may face while working in hot weather.
7. **Monitor Weather Conditions:** Stay informed about weather forecasts and heat warnings in your area. Take proactive measures based on the weather conditions, such as adjusting work schedules, providing additional breaks, or implementing other safety measures. Consider using smartphone apps or weather monitoring services to receive real-time updates.

**Conclusion:** Prioritizing employee safety during hot weather conditions is crucial for maintaining a

healthy and productive workforce. By implementing the above strategies, organizations can create a safer work environment and reduce the risk of heat-related illnesses. Regular communication, training, and awareness are essential to ensure employees are well-informed and able to take appropriate actions to protect themselves from the effects of hot weather. Remember, the well-being of your employees is paramount, and their safety should always be a top priority.







LGRMS  
RISK CONTROL  
ACCG | GMA

# SAFETY THEME POSTER

JUNE/JULY 2023  
ISSUE #25

LOCAL GOVERNMENT RISK MANAGEMENT SERVICES, INC., - A Service Organization of the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA and the GEORGIA MUNICIPAL ASSOCIATION

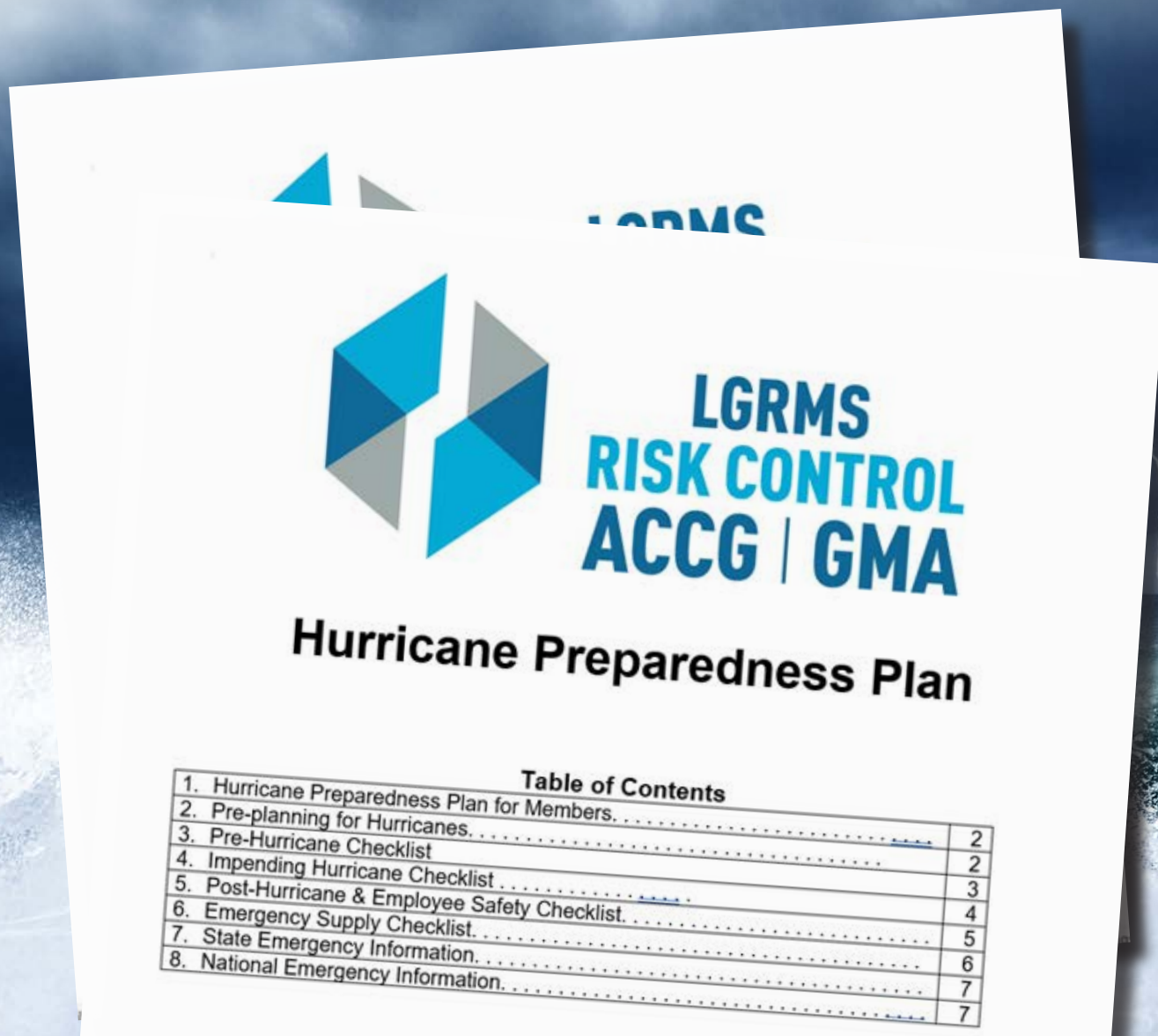
A large pink flamingo stands in the foreground on the left, facing right. In the background, another pink flamingo is wading in the shallow turquoise water of a beach. The sky is bright blue with a few wispy clouds. The beach is sandy, and there are palm trees and a rocky breakwater in the distance.

## *Dress for the Weather!*

Even these finely frocked birds know how to dress for the occasion! Wear lightweight, loose-fitting clothing appropriate for hot weather.

# PREPARING FOR HURRICANE SEASON

Click on the image below to print out documents you may find useful as we look ahead to hurricane season.



# General Self Inspection Program

Location, Area, or Department: \_\_\_\_\_ Date: \_\_\_\_\_

Surveyor: \_\_\_\_\_

<b>General Evaluation</b>	<b>Needs Action</b>	<b>Needs Improvement</b>	<b>Good</b>	<b>Very Good</b>
<b>A. Property/Liability</b>				
a. Fire protection	_____	_____	_____	_____
b. Housekeeping	_____	_____	_____	_____
c. Slip/trip/fall	_____	_____	_____	_____
d. Public safety	_____	_____	_____	_____
<b>B. Employee Safety</b>				
a. Safety meetings	_____	_____	_____	_____
b. Safety rules	_____	_____	_____	_____
c. Work conditions	_____	_____	_____	_____
d. Auto/equipment	_____	_____	_____	_____

<b>Property/Liability</b>	<b>Yes</b>	<b>No</b>
Fire protection	<input type="checkbox"/>	<input type="checkbox"/>
Emergency numbers posted	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers available/serviced	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm panel showing system is operational; no warning lights.	<input type="checkbox"/>	<input type="checkbox"/>
Automatic sprinkler system control valve locked in open position.	<input type="checkbox"/>	<input type="checkbox"/>
Automatic sprinkler heads clear of storage within three feet.	<input type="checkbox"/>	<input type="checkbox"/>
Flammable, combustible liquids stored in UL-listed containers.	<input type="checkbox"/>	<input type="checkbox"/>
Flammable, combustible liquid containers stored in proper cabinet or container.	<input type="checkbox"/>	<input type="checkbox"/>
Smoking, No Smoking areas designated/marked.	<input type="checkbox"/>	<input type="checkbox"/>
Any cigarette butts noticed in No Smoking areas.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

## **Housekeeping**

Stairwells clear of combustible items.	<input type="checkbox"/>	<input type="checkbox"/>
Furnace, hot water heater, and electrical panel areas clear of combustible items.	<input type="checkbox"/>	<input type="checkbox"/>
Work and public areas are clear of extension cords, boxes, equipment, or other tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>
Floor surfaces kept clear of oils, other fluids, or water.	<input type="checkbox"/>	<input type="checkbox"/>
Stored items are not leaning or improperly supported; heavy items are not up high.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

## **Slip/Trip/Fall**

Stair treads are in good condition; not worn, damaged or loose.	<input type="checkbox"/>	<input type="checkbox"/>
Handrails for all stairs/steps.	<input type="checkbox"/>	<input type="checkbox"/>
Guardrails for all elevated platforms.	<input type="checkbox"/>	<input type="checkbox"/>
Stair handrails are in good condition; not loose or broken.	<input type="checkbox"/>	<input type="checkbox"/>
Floor surfaces are even, with non-slip wax if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
All rugs are held down or have non-slip backing.	<input type="checkbox"/>	<input type="checkbox"/>
Any holes, pits or depressions are marked with tape, barricades, or guardrails.	<input type="checkbox"/>	<input type="checkbox"/>
Wet floor signs are available and used.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_



## **General Self Inspection Program**

<b>Public Safety</b>	<b>Yes</b>	<b>No</b>
Public areas kept clear of storage and supplies.	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting for public assembly areas in buildings.	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation plans posted for public assembly areas in buildings.	<input type="checkbox"/>	<input type="checkbox"/>
Public areas have necessary warning or directional signs.	<input type="checkbox"/>	<input type="checkbox"/>
Construction work has barriers, covers, and markings.	<input type="checkbox"/>	<input type="checkbox"/>
Street and road signs noted in good condition, clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks smooth and even; no holes, no raised or broken areas.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

---

### **Employee Safety**

#### **Safety Meetings**

Held in the department.	<input type="checkbox"/>	<input type="checkbox"/>
Meetings held ___ monthly ___ quarterly ___ other _____; documented	<input type="checkbox"/>	<input type="checkbox"/>
Different topic each time.	<input type="checkbox"/>	<input type="checkbox"/>
Covers department safety rules.	<input type="checkbox"/>	<input type="checkbox"/>

#### **Safety Rules**

Rules specific for this department.	<input type="checkbox"/>	<input type="checkbox"/>
Rules are written, posted in the department.	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed with new employees.	<input type="checkbox"/>	<input type="checkbox"/>

#### **Work Conditions**

Employees exposed to: ___ Heat ___ Cold ___ Rain/sleet/snow ___ Use of chemicals		
___ Noise ___ Work in confined spaces ___ Work in trenches		
___ Traffic ___ Blood/body fluids ___ Other _____		

#### **Proper personal protective equipment available**

Respirators, goggles, face shields, chemical gloves, traffic vests, appropriate clothing		
Trench boxes/shoring for trenching, ear plugs/muffs, body armor (law enforcement)		
Confined space equipment, harness, air testing equipment, ventilation equipment, tripod		
Fire department turn-out gear, blood-borne pathogens kits		
Personal protective equipment required to be worn.	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained on proper use.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Shop equipment has proper guards to protect from pinch or caught-between type injuries.	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals used in the department.	<input type="checkbox"/>	<input type="checkbox"/>
MSDS sheets available; employees trained on hazards, proper use, proper PPE to use.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

---

### **Auto and Equipment**

Seat belts provided.	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts required to be used.	<input type="checkbox"/>	<input type="checkbox"/>
Drivers noted wearing seat belts.	<input type="checkbox"/>	<input type="checkbox"/>
All lights working including strobe lights, turn signals.	<input type="checkbox"/>	<input type="checkbox"/>
Tires in good condition, tread, sidewalls.	<input type="checkbox"/>	<input type="checkbox"/>
Glass in good condition; not cracked, broken.	<input type="checkbox"/>	<input type="checkbox"/>
Reflective tape, signs in good condition.	<input type="checkbox"/>	<input type="checkbox"/>
Any periodic, documented, self-inspection of the vehicles/equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Proper guards on mowers, other equipment.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

---

## ***Safety Meeting Attendance Sign Up Sheet***

**City/County:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

**Attendees:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Next meeting scheduled for** \_\_\_\_\_

**Safety Coordinator** \_\_\_\_\_



# LGRMS CONTACTS 2023

## LGRMS HOME OFFICE

### Dan Beck

LGRMS Director  
[dbeck@lgrms.com](mailto:dbeck@lgrms.com)  
O: 678-686-6280  
C: 404.558-1874

### Shamilla Jordan

Office Manager  
[sjordan@lgrms.com](mailto:sjordan@lgrms.com)  
O: 678-686-6283  
C: 404.623-8055

### Cortney Stepter

Administrative Coordinator  
[cstepter@lgrms.com](mailto:cstepter@lgrms.com)  
O: 678-686-6282

## PUBLIC SAFETY RISK CONTROL

### Dennis Watts

Training, Communication, and Public Safety  
Risk Manager  
[dwatts@lgrms.com](mailto:dwatts@lgrms.com)  
404.821.3974

### David Trotter

Sr. Public Safety Risk Consultant  
[dtrotter@lgrms.com](mailto:dtrotter@lgrms.com)  
404.295.4979

### Griffin Attaberry

Public Safety Risk Consultant  
[gattaberry@lgrms.com](mailto:gattaberry@lgrms.com)  
404.313.8853

### Natalie Sellers

Sr. Law Enforcement Risk Consultant  
[nsellers@lgrms.com](mailto:nsellers@lgrms.com)  
404.904.0074

## RISK CONTROL

### Steve Shields

Loss Control Manager  
[sshields@lgrms.com](mailto:sshields@lgrms.com)  
404.416.3920

### Chris Ryan

Sr. Loss Control Representative W. Region  
[cryan@lgrms.com](mailto:cryan@lgrms.com)  
229.942.2241

### Vincent Scott

Loss Control Representative E Region  
& PW Specialist  
[vscott@lgrms.com](mailto:vscott@lgrms.com)  
404.698.9614

### Weston Cox

Loss Control Representative S Region  
[wcox@lgrms.com](mailto:wcox@lgrms.com)  
404.520.6646

## HEALTH PROMOTION SERVICES

### Sherea Robinson

Health Promotion Services  
Manager  
[srobinson@lgrms.com](mailto:srobinson@lgrms.com)  
404.821.4741

### Candace Amos

Sr. Health Promotion Services  
Consultant  
SW Central Region  
[camos@lgrms.com](mailto:camos@lgrms.com)  
404.416.3379

### Paige Rinehart

Health Promotion Services Consultant  
NE Central Region  
[prinehart@lgrms.com](mailto:prinehart@lgrms.com)  
404.295.4979



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Local Government  
Risk Management Services  
3500 Parkway Lane . Suite 110  
Peachtree Corners, Georgia 30092