

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



LADDER SAFETY

P.27

Also in this issue

Ladder Safety in Excavation & Trenching
High Risk Critical Tasks Training

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

UPCOMING WEBINARS AND TRAINING EVENTS

WORKERS COMPENSATION 101 PROGRAM TRAINING

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

March 28 - Tifton, GA
April 18 - Statesboro, GA
May 16 - Macon, GA
July 18 - Gainesville, GA
August 15 - Cartersville, GA

SPRING HEALTHCARE WORKSHOPS

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

April 4 - Statesboro, GA
April 5 - Gainesville, GA
April 6 - Cartersville
April 11 - Macon, GA
April 12 - Tifton, GA

CONTRACTS REGIONAL PROGRAM TRAINING

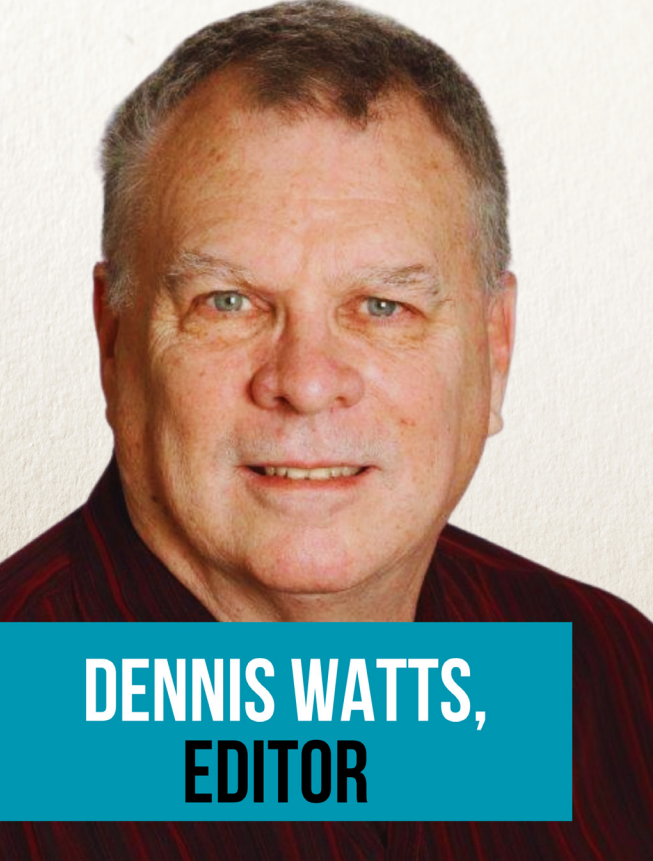
FULL DAY | 8:30AM - 3:30PM

July 25 - Macon, GA
August 16 - Cartersville, GA
August 22 - Statesboro, GA
August 23 - Tifton, GA
August 15 - Cartersville, GA

IMPORTANT NOTE:

Dates may 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



**DENNIS WATTS,
EDITOR**

A NOTE FROM THE EDITOR

Welcome to March

Welcome to the March 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).

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 March Safety Theme discusses Ladder Safety. The issue also explores Ladder Safety in Excavation and Trenching, High-risk Critical Tasks Training, Kidney Health, 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 and click on TRAINING EVENT CALENDAR (No login credentials are necessary to register). For questions or issues, contact Tamara Chapman at tchapman@lgrms.com, or Cortney Steptor at csteptor@lgrms.com.

QUESTIONS OR CONCERNS

Should you have any questions or concerns, please contact: Dennis Watts, dwatts@lgrms.com, or Tammy Chapman, tchapman@lgrms.com.

ORGANIZATION CHART



Dan Beck
Director



Sherea Robinson
Health Promotion
Service Manager



Dennis Watts
Training and
Communication Manager



Steve Shields
Risk Control Manager
and North GA Rep



Tamara Chapman
Office Manager



Candace Amos
Senior HPS Consultant



David Trotter
Senior Public Safety
Risk Consultant



Natalie Sellers
Senior Law Enforcement
Risk Consultant



Chris Ryan
Senior Risk
Consultant West Rep



Cortney Stepter
Administrative
Coordinator



Paige Rinehart
HPS Consultant



Mike Earl
Public Safety Risk
Consultant



Vincent Scott
Risk Consultant East Rep and
PW Specialist



Griffin Attaberry
Public Safety Risk
Consultant



Westin Cox
Risk Consultant South
Rep

2023 LGRMS REGIONAL TRAINING

Next LGRMS Training Begins:



Tuesday, 7th March 2023



08:30 AM - 11:30 AM

OTHER REGIONAL TRAINING



SC Module I, II, III, & V
Next Class March 7th
Cornelia, GA



Workers
Compensation 101
Next Class March 28th
Tifton, GA



LE Risk Mgmt. Training
Next Class March 9th
Gainesville, GA



Spring Healthcare
Workshop
Next Class April 4th
Statesboro, GA



2023 SAFETY COORDINATOR
I - CORNELIA, GA

Register for a Class Now

For more information:

cstepter@lgrms.com

www.lgrms.com

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Register for an LGRMS Regional Training Event Today! [No images? Click here](#)



- SIGN UP TODAY -

**LGRMS Regional Training Classes are
NOW OPEN for Registration!**

[CLICK HERE TO REGISTER](#)



**HAS ANYTHING CHANGED?
FILL OUT THE FORM ON PG. 7**

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 7.

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 may print it out, complete the required fields, and send it back to us via mail or fax.

LGRMS
Attn: Tamara Chapman
3500 Parkway Lane
Suite 110
Peachtree Corners, GA 30092

Email: 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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Select all that apply

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FOR LGRMS OFFICE ONLY

Contact info has been added to:

Date Received: _____

Request Recieved by: _____

CAMPAIGN MONITOR

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SHARE LIST

LIABILITY BEAT



APPEAL HOLDS K9 SNIFF OF EXTERIOR DOOR OF

APARTMENT VIOLATION

OF REASONABLE
EXPECTATION OF
PRIVACY

by Brian S. Betterton, J.D. LLRMI

Georgia Court of Appeals Holds K9 Sniff of Exterior Door of Apartment Violated Defendants Reasonable Expectation of Privacy

On January 4, 2022, the Court of Appeals of Georgia decided the State v. Arroyoi, which is instructive regarding the use of a drug-sniffing K9 outside of an apartment door. The relevant facts of Arroyo are as follows:

[T]he record at the pre-trial hearing and at trial shows that on October 10, 2016, a Sandy Springs police officer received a tip from a confidential informant that the informant had seen “several” kilograms of cocaine inside Arroyo's apartment. The investigator and a K-9 unit arrived at the apartment complex shortly after noon. Although the investigator first testified that the complex did not have an exterior gate, he later testified that there was such a gate, that it was open “during business hours” and shut at night, and that “you ha[d] to have a key fob or a number to get in at the gate — the call box.” The investigator could not recall whether he and his partner actually did anything to assist the gate opening when they entered the complex. The officers bypassed the leasing office to avoid any “tipp[ing] off” of tenants, understanding as they did so that unauthorized visitors could be asked to leave.

The investigator testified that the front door to

Arroyo's apartment, designated as Apartment G, was located on an upper floor, with three other apartments' doors opening onto the same open-air corridor “inside the building.” When the K-9 officer conducted a leashed dog sniff along the corridor, the dog alerted only in front of Apartment G and lay down there. When the officers knocked on the door, Arroyo answered. A woman and children were also present. The officers detained Arroyo while they obtained a search warrant, which took less than two hours. The team executing the warrant found the cocaine in a suitcase in one of the apartment's two bedrooms. The suitcase contained clothes in Arroyo's size, and a second bag nearby contained his passport.

Arroyo was arrested and charged with trafficking cocaine.ⁱⁱ

Arroyo filed a motion to suppress and argued that the area outside his apartment door was protected curtilage, and he had a reasonable expectation of privacy in that area. As such, he argued that the K9 sniff violated his rights under the Fourth Amendment. The trial court denied the motion, and the case proceeded to trial. As the State rested its case, the trial court reversed its order and granted the motion to suppress. The trial court then ruled that the area outside of the apartment door where the K9 conducted the open-air sniff was “protected curtilage” and, as such, Arroyo had a reasonable expectation of privacy in that area. The State appealed

that ruling to the Court of Appeals of Georgia.

concluding that the area outside of an apartment doorway was considered constitutionally protected curtilage such that the resident is afforded a reasonable expectation of privacy in that area.

The court first discussed the relevant legal principles and stated

The search of the area outside of the apartment doorway at issue here, conducted without a warrant, is “presumed to be invalid, and the State has the burden of proving otherwise.”

[*Williams v. State*, 296 Ga. 817, 819 \(771 SE2d 373\) \(2015\)](#). . . Although the boundaries of the curtilage are clearly marked for most homes, the analysis becomes more complicated when[, as here,] the residence is an apartment in a multi-family dwelling in an urban area.”

(Citations omitted.) *Id.* at 173 (1). Espinoza also directs our attention to the United States Supreme Court's decision in *United States v. Dunn*, 480 U.S. 294 (107 Sct 1134, 94 LE2d 326) (1987), which lays out **four factors to be considered in defining the extent of a curtilage:**

“[1] the proximity of the area claimed to be curtilage to the home, [2] whether the area is included within an enclosure surrounding the home, [3] the nature of the uses to which the area is put, and [4] the steps taken by the resident to protect the area from observation by people passing by.”

[*Espinoza*, 265 Ga. at 173 \(2\)](#), quoting *Dunn*, 480 U.S. at 301; see also [*Florida v. Jardines*, 569 U.S. 1, 6-7 \(II\) \(A\) \(133 Sct 1409, 185 LE2d 495\) \(2013\)](#) (setting out the analytical framework applicable to a police dog open-air sniff on the front porch of a private home). Finally,

the touchstone of Fourth Amendment analysis has been the question whether a person has a constitutionally protected reasonable expectation of privacy. The Amendment does not protect the merely subjective expectation of privacy, but only those expectations that society is prepared to recognize as reasonable.

(Citations omitted.) [*Scott v. State*, 270 Ga. App. 292, 293 \(606 SE2d 312\) \(2004\)](#)iii

The court then examined the curtilage factors from *Dunn* and applied the facts of Arroyo’s case. The first factor is the proximity of the area claimed to be curtilage to the home. The court, citing a case from an Alabama appellate court, stated that

[T]he evidence supports a conclusion that the open-air sniff took place at or immediately in front of the apartment door and that this area was within the protected curtilage. See [*Earl v. State*, 309 So.3d 641, 649 \(Ala. Crim. App. 2020\)](#) (use of a dog “to sniff the door seams of [an] apartment” was an unreasonable and illegal search).

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Link to article online:
https://www.llrmi.com/articles/legal_updates/2023_State_v_Arroyo/
<http://www.llrmi.com> | <http://www.patctech.com>

The second factor is whether the area is included in an enclosure surrounding the home. The court noted that the apartment complex had an exterior gate that was sometimes closed to exclude the general public from the apartment complex. Here, the court of appeals cited a federal case from the Seventh Circuit Court of Appeals that held that a K9 sniff at an apartment door was an unreasonable search because the tenant had a “reasonable expectation of privacy against persons in the hallway snooping into his apartment using sensitive devices not available to the general public.”^{iv} The court of appeals also noted that the apartment complex gate could also be construed as an attempt to limit observation of the area near the defendant’s door to other tenants and their authorized guests, rather than to allow police to use a drug-sniffing K9 in that area. The court cited a federal case from the Second Circuit Court of Appeals that held that

[The] use of a trained dog outside an apartment door “impermissibly intruded on [an occupant’s] legitimate expectation [of privacy]”.^v

In light of the above analysis of the Dunn factors, the court of appeals affirmed the trial court’s suppression of the evidence as the product of an unreasonable search of Arroyo’s protected curtilage by the K9 unit.

It is very important to note that there is conflicting case law among different states and federal circuits regarding whether the area outside of an apartment door is considered an area in which a tenant possesses a reasonable expectation of privacy.

The court of appeals, in Arroyo’s case, noted that the Eleventh Circuit Court of Appeals, in 2002, held that there is no reasonable expectation of privacy in the common areas of an apartment building with unlocked front doors and where the tenants had “little control over those areas” which were open to other tenants, visitors, and delivery and postal workers.^{vi}

Further, on October 13, 2021, the Court of Appeals of Florida decided *Robinson v. State*^{vii}, in which they held that the area outside of a motel room door that connected to a common hallway was not considered protected curtilage, and the occupants of the room did not have a reasonable expectation of privacy in that area. As such, they upheld the evidence that was discovered as a result of a K9 sniff of the door area.

Note: Court holdings can vary significantly between jurisdictions. As such, it is advisable to seek the advice of a local prosecutor or legal adviser regarding questions on specific cases. This article is not intended to constitute legal advice on a specific case.

ⁱ A21A1358 (Ga. App. Decided January 4, 2022)

ⁱⁱ *Id.* at 2-3

ⁱⁱⁱ *Id.* at 5-6 (emphasis added)

^{iv} *Id.* at 7 (citing *United States v. Whitaker*, 820 F.3d 849, 853 (7th Cir. 2016))

^v *Id.* (citing *United States v. Thomas*, 757 F.2d 1359, 1367 (2nd Cir. 1985))

^{vi} *Id.* at 8 (citing *United States v. Miravalles*, 280 F.3d 1328, 1332-1333 (11th Cir. 2002))

^{vii} 2021 Fla. App. LEXIS 13874 (Decided October 13, 2021)

HIGH-RISK

Critical

TASKS TRAINING



by Natalie Sellers,
Sr. LGRMS Law Enforcement Risk Consultant

John Denver

While his main passion was music, John Denver was also an avid pilot and clocked over 2,700 hours of flying in his lifetime. In 1997, he purchased a Rutan Model 61 "Long-EZ", a popular homebuilt aircraft. Prior to this, Denver flew his own Lear jet.

On the afternoon of October 12, 1997, he took the newly purchased Long-EZ plane for his maiden voyage. The plane was flying about 500 feet in the air "when it just sort of dropped unexpectedly into the ocean" killing John Denver, according to Pacific Grove police Lt. Carl Miller.

On January 27, 1999, the National Transportation Safety Board (NTSB) determined that the pilot's inadequate preflight planning and preparation, specifically his failure to refuel the airplane, was causal. The NTSB

further determined that the builder's decision to locate the unmarked fuel selector handle in a hard-to-access position, unmarked fuel quantity sight gauges, inadequate transition training by the pilot, and his lack of total experience in this type of airplane were factors in the accident.

JFK Jr.

In the JFK Jr. airplane crash, he had a total of 350 hours of flying time but only about 100 hours were solo flights and most of the flight time was in a Skylane airplane. Of the 36 hours in his Saratoga airplane, less than half of the time was on solo flights and fewer than 10 hours were at night.

John F. Kennedy Jr.'s plane crashed on July 16, 1999, off the Massachusetts coast because the late U.S. president's son was experiencing spatial disorientation — confusion

about the plane's position while descending over water at night.

The Importance of These Stories and High-Risk Critical Tasks Training

The story of these two plane crashes is worth discussion when it comes to training. John Denver was an experienced pilot and aerial acrobat but was flying an airplane he had never flown before. Complacent about flying it for the first time, he neglected to take the time to acclimate himself to the new equipment.

John Denver had never flown the Long-EZ plane, which was a home-made aircraft. He needed to adjust the fuel tank switch on the plane prior to take off but told the

engineer not to worry about it. Furthermore, he never fueled up the plane prior to take off. He advised the engineer he would only be flying for a short time.

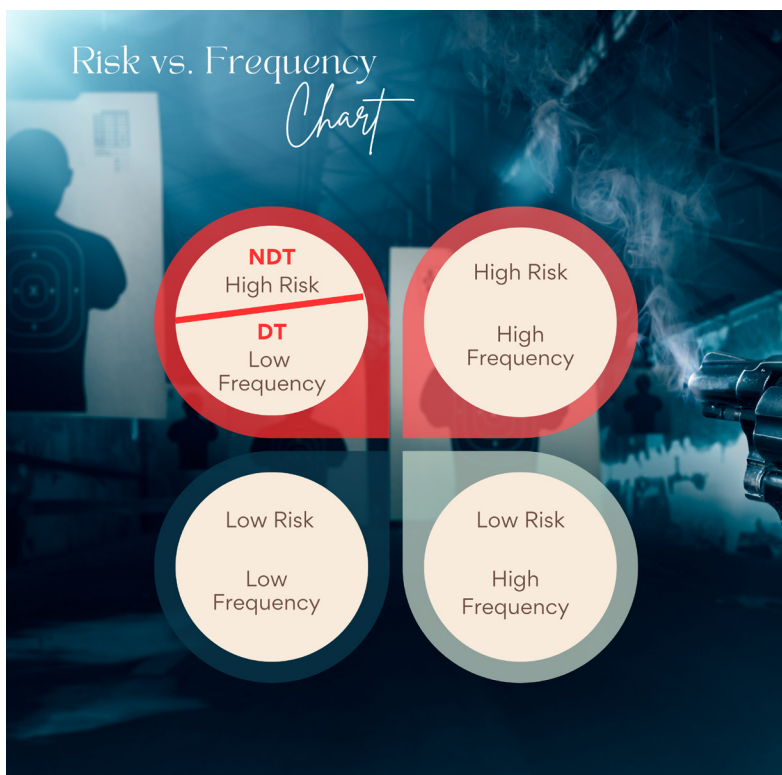
JFK Jr. had just recently received his pilot's license and had very little flying time at night. He had very few flight hours at night and was not familiar enough with dealing with spatial disorientation while descending over water.

Flying an airplane is a high-risk event. One pilot had low frequency of flight time, while the other pilot had high frequency flight time, but low frequency on the type of plane he was flying.



High-risk/low-frequency events can cause tragedies. Very risky, done very rarely can lead to tragedy and in these two cases, it did. Training must be a rigorous and constant effort in order to avoid tragedies.

High-risk events in law enforcement have already been identified and are called the 12 high-risk critical tasks. To ensure that tragedies don't happen in your department, training is a great way to increase frequency and exposure to these high-risk events.



Every day should be a training day to drive changes in officer performance. This is a great risk management tool to reduce exposure to tragedies in high-risk/low-frequency events.

Drive discussions with body camera footage of use of force incidents. This can also be done with in-car camera footage of pursuits and emergency response

events. Discuss policies and procedures, clearing intersections on red and green lights. And the dangers of over driving our abilities when it comes to rate of speed, as well as, which type of calls necessitate what type of response. For the past 12 years, vehicle related incidents have been the leading cause of death in our profession.

Training does not have to be expensive or death by PowerPoint in a classroom. Make every day a training day with discussions, video, and policy review. The courts have ruled time and time again that lack of training is deliberate indifference.

Check out these training tools that will help your agency drive monthly training discussion on the high-risk critical tasks that law enforcement officers face on the job.

Let LGRMS help meet your training needs.



High Risk Critical Tasks Calendar_Road Patrol

High Risk Critical Tasks Calendar_Jail Operations



NOTES FROM THE ROAD

WORKPLACE HARASSMENT & DISCRIMINATION TRAINING



by Chris Ryan,
Sr. LGRMS Risk Consultant

1. Process for Workplace Harassment/ Discrimination Training:

I wanted to remind all GMA and ACCG members who are in the liability insurance pools, they are required to conduct harassment/discrimination training for all of their employees annually. LGRMS can conduct this training for each member who meets the above criteria. The class lasts about an hour and we recommend 15 employees per class. After we conduct the first year's class, we will put the member on a four year plan as seen below:

- a. LGRMS can conduct the class the first year.
- b. The member goes over their policy with every employee and documents this meeting.
- c. The member uses a webinar to train each employee on this topic.

- d. LGRMS comes back in to conduct this training again and the process starts over.

2. Benefits LGRMS has seen from COVID:

- a. Security has increased for the employees. A wall has been placed between the citizens and customer service department. No one can just walk into someone's office without checking in first.
- b. Hand sanitizing stations are located in multiple areas of the member's buildings.

THE RIGHT TOOLS

For the Job



by Weston Cox
LGRMS Risk Consultant

No matter what tasks you may face in your everyday life, it's always important to have the right tools for the job. There are many instances where some employees chose to “get by” with what they currently have, even if it is not the right equipment for the task at hand. As we all know, no one employee is assigned ONLY one singular task to complete every day. Our employees have to be flexible and transition between different responsibilities. For this reason, it is important to consider what our employees need regarding tools and equipment.

I recently had the opportunity to attend the 2023 Heavy Equipment Show in Perry, GA. It's amazing the different types of new, technologically advanced tools that are becoming more available for public/private use. From new backhoes, tractors, and skid steers to advanced sanitation trucks, street sweepers and mowers, the

opportunity for progress is endless. I even watched a demonstration from a vendor where an automated road paver controlled by a robotic arm was patching/paving cracks within a paved highway. Needless to say, I was greatly impressed.

Although these items can be relatively expensive when it comes to budgeting, we need to identify what equipment will save us money for our cities and counties from a long-term perspective. We need to determine what items will make us more efficient, in both time and cost, while also creating a safe work environment.

Once the right equipment is chosen for the right tasks, we then need to focus our attention on training our employees to operate the equipment safely. In my

interactions with many department heads, I try to always emphasize choosing the right person for the right job. As a proactive approach, it's imperative to run those Motor Vehicle Reports to assess an employee's driving history. Also, make sure our employees know how to operate the vehicles or equipment they are assigned to operate. For example, if a Public Works supervisor is hiring for a motor grader operator, they should make it mandatory that the employee demonstrate that they know how to safely operate a motor grader onsite before a task is ever assigned.

Observation of the employee should be part of this process and could reduce the chances of accidents in the future. If the employee states that they only have minimal operational knowledge, provide them with the training and resources to get them qualified to safely operate the equipment. This not only applies to heavy equipment, but smaller landscaping and maintenance tools alike.

In relation to this month's safety theme, I can speak first-hand to the proper way to promote and demonstrate ladder safety. I think back to my previous job where part of my yearly training was to demonstrate to my supervisor that I knew how to properly install/remove our ladders for roof inspections. The "Little Giant" extension ladder that folds into three sections was the ladder of choice.

I had to unfold the ladder, lock the transitions, install the ladder against the roof with the proper clearance at the top and on stable ground, climb the ladder, apply a ladder lock device, and exit the ladder all while maintaining a minimum of 3 points of contact. This is only a small example, but hopefully this will help you develop a similar process for your organization. No matter the size of the job or the equipment being used, it's important to always review regularly with your employees the proper techniques to operate tools and equipment safely within your organization.



“...we then need to focus our attention on training our employees to operate the equipment safely.”

LADDER SAFETY

In Excavation & Trenching



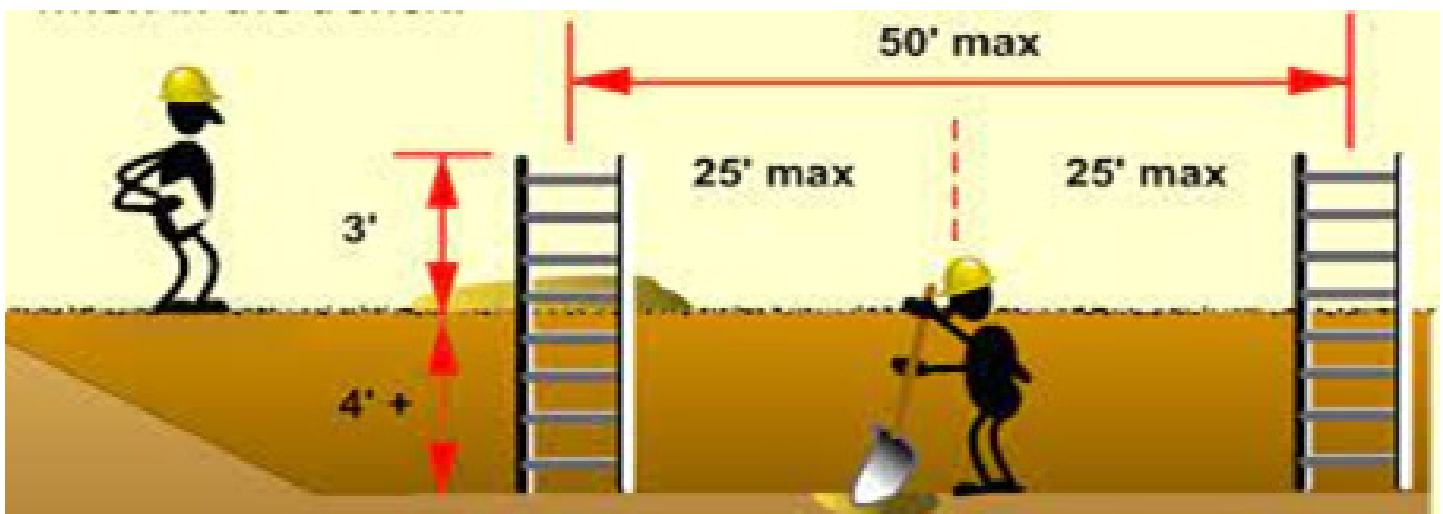
by Vincent Scott
LGRMS Risk Consultant

Employees who enter trenches and other excavations may be exposed to life-threatening hazards such as cave-ins, falling loads, hazardous atmospheres, and hazards from mobile equipment. By following safe work practices, these exposures can be minimized. When portable ladders are used, the ladder side rails should extend a minimum of 3 feet above the upper surface of the excavation.

The Excavation Standard requires a ladder or other means of access and egress when the trench is 4

feet or more. Ladders should have nonconductive side rails if work will be performed near exposed energized equipment or systems. Ladders should must be used only on stable and level surfaces unless secured.

Ladders placed in any location where they can be displaced by workplace activities or traffic should be secured, or barricades should be used to keep these activities away from the ladder. Stepladders shall not be used for access/egress in excavations, including trench excavations. used for access/egress in excavations, including trench excavations.





“

The excavation Standard requires a ladder in trenches 4 feet or more.”



March SHARE

Who said safety can't be fun? Test your knowledge and see how much you have retained from the articles in this month's SHARE Newsletter. Solve each puzzle using words and clues scattered throughout the publication. **Check your answers on p. 26**

- apartment
- appealed
- arroyo
- blood
- defendant
- fiber
- investigator
- kidneys
- ladder
- march
- organization
- planning
- regional
- safety
- sniff
- sugar
- toolkit
- trench
- violation

R	O	T	A	G	I	T	S	E	V	N	I	I	V	M
D	N	O	I	T	A	Z	I	N	A	G	R	O	I	I
P	O	H	F	R	J	R	S	I	H	J	T	N	O	I
W	S	O	G	J	E	F	B	C	R	Q	Q	P	L	E
K	P	A	L	D	O	B	R	A	Y	T	E	F	A	S
I	M	F	D	B	Q	A	G	F	T	C	H	G	T	Q
D	O	A	M	S	M	U	R	C	N	F	B	N	I	M
A	L	K	E	K	S	U	P	X	A	B	D	I	O	V
K	I	D	N	E	Y	S	U	O	D	P	H	N	N	D
V	A	F	N	R	E	G	I	O	N	A	L	N	A	A
H	C	N	E	R	T	K	W	L	E	R	M	A	R	V
D	E	L	A	E	P	P	A	Q	F	E	G	L	R	U
F	F	I	N	S	L	P	R	Q	E	B	X	P	O	A
A	P	A	R	T	M	E	N	T	D	I	L	L	Y	L
T	I	K	L	O	O	T	E	L	B	F	M	Q	O	U

Cryptoquote. Enjoy a good mystery? Try your hand at figuring out this quote. Each letter in the phrase has been replaced with a random letter or number. Try to decode the message. The first letter has been provided. **Check your answers on p.26**



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
W				I																					

		E					E			A	E					E													
	L	R	I		K	D	H	T	I	Q	F		W	N	I		C	P	J	I	N	O	Y	S					
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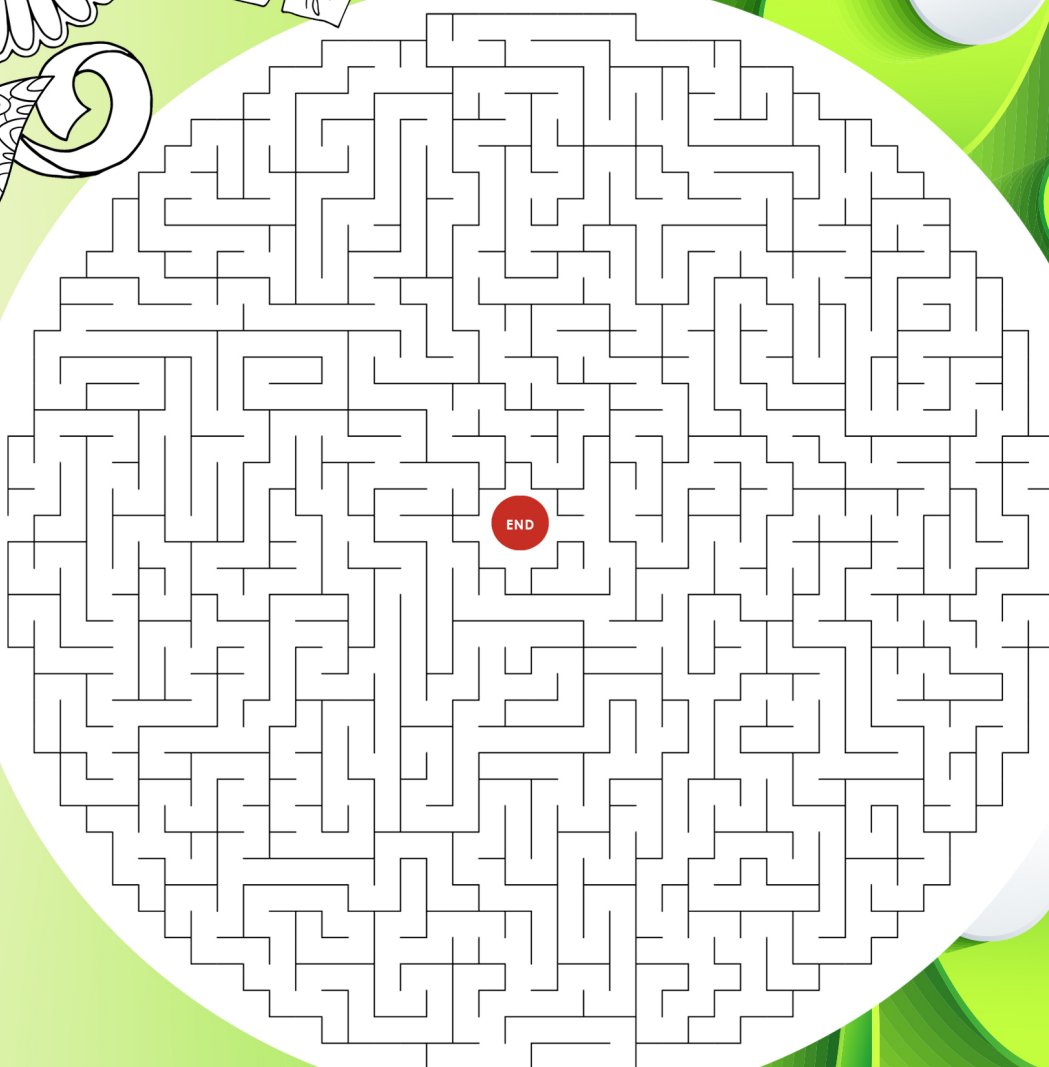




MAZE. Spring is here, but don't get too lost in it's beauty, because hazards are all around. Test your abilities to move past perilous situations in our a-Maze-ing puzzle. Answers on pg.26.

START

END





YOUR KIDNEYS AND YOU!



by Candace Amos
Sr. LGRMS Health Promotion Consultant

Every year, you likely think about your spring cleaning routine. It's also a good time to reflect on the health of your kidneys, those two bean-shaped organs. Since the major function of your kidneys is to remove waste and excess fluid; along with critical regulation to maintain a stable balance of body chemicals. They balance water, salts, and minerals in the blood to allow nerves, muscles, and other tissues in your body to work normally.

The kidneys are powerful chemical factories that affect the functions of other organs to:

- Filter waste and toxins,
- Stimulate red blood cell production,
- Regulate blood pressure, and
- Produce vitamin D.

Major risk factors for chronic kidney disease are diabetes and high blood pressure, which are on the rise. Lower your risk for both kidney and heart diseases by getting plenty of exercise, avoiding alcohol and cigarettes, and following a healthy diet.

Some foods place stress on the kidneys, causing damage; and some foods may boost the performance of the kidneys. **The foods below generally support healthy kidneys, but not all of them may be suitable for people who have kidney disease (always consult with your doctor beforehand):**

- Water is the most important drink for the body. The cells use water to transport toxins into the bloodstream and filter the toxins out of the body through urine.
- Salmon, tuna, and other cold-water, fatty fish that

are high in omega-3 fatty acids may reduce fat levels in the blood and slightly lower blood pressure.

- Sweet potatoes may help balance the levels of sodium in the body and reduce its effect on the kidneys. Sweet potatoes are high in potassium, so anyone who has kidney disease may wish to limit their intake of this vegetable.
- Dark leafy greens, such as spinach, kale, and chard contain a wide variety of vitamins, fibers, and minerals. These foods are also high in potassium, so they may not be suitable for people on a restricted diet or on dialysis.
- Berries are a great source of nutrients and antioxidants. Enjoy strawberries, blueberries, and raspberries to satisfy sweet cravings.
- Apples contain an important fiber called pectin, that may help reduce risk factors for kidney damage, such as high blood sugar and high cholesterol.



And there are many ways you can protect yourself, as well as your employees' health. 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 April is available now. In it, 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

- **January**
 - Monthly Forum Call Calendar placed in SHARE
 - February Toolkit available
- **February**
 - Forum Call will be held on 02/17/2023
 - Will discuss March Toolkit
- **March**
 - Forum Call will be held on 03/17/2023
 - Will discuss April Toolkit
- **April**
 - Forum Call will be held on 04/21/2023
 - Will discuss May Toolkit
- **May**
 - Forum Call will be held on 05/19/2023
 - Will discuss June Toolkit
- **June**
 - Forum Call will be held on 06/16/2023
 - Will discuss July Toolkit
- **July**
 - Forum Call will be held on 07/21/2023
 - Will discuss August Toolkit
- **August**
 - Forum Call will be held on 08/18/2023
 - Will discuss September Toolkit
- **September**
 - Forum Call will be held on 09/15/2023
 - Will discuss October Toolkit
- **October**
 - Forum Call will be held on 10/20/2023
 - Will discuss November Toolkit
- **November**
 - Forum Call will be held on 11/17/2023
 - Will discuss December Toolkit
- **December**
 - Forum Call will be held on 12/01/2023
 - Will discuss January Toolkit

Call Time

11:30 AM-12:00 PM

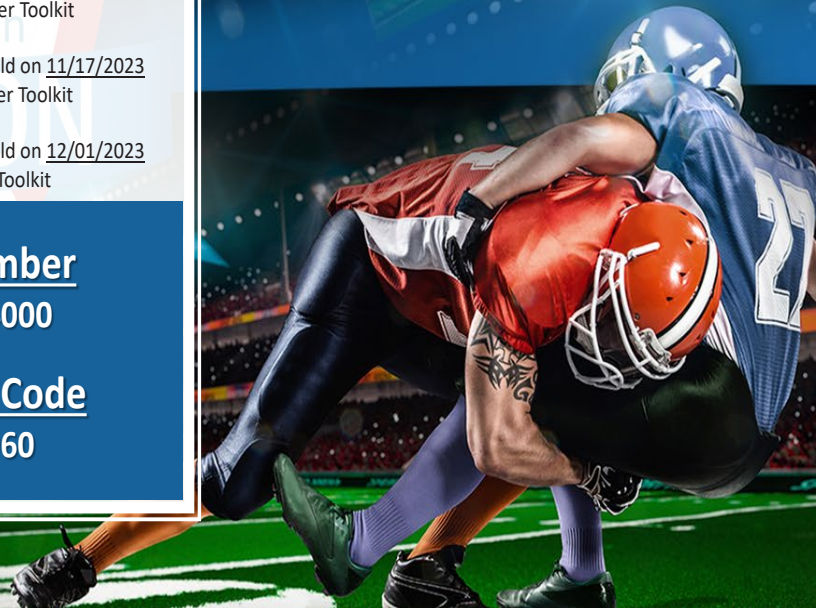
Dial-In Number

(267) 930-4000

Participant Code

491-626-960

TACKLING OUR WAY INTO 2023





WEEK	ACTION/ACTIVITY	RESOURCES
Week of March 27th	<ul style="list-style-type: none"> ●Start planning for first week of April ●Promote events on company's social media site and intranet sites ●Consider hosting a training class on Allergies ●Consider creating Allergy Care Packages 	<ul style="list-style-type: none"> ●Allergies (ACAAl)
Week of April 3rd	<ul style="list-style-type: none"> ●<i>Hang poster Allergic Conditions</i> ●<i>Distribute flyer Allergies</i> ●<i>Plan and schedule a training class on Allergies</i> ●<i>Decide on and order items for Allergy Care Package</i> 	<ul style="list-style-type: none"> ●Poster - Allergic Conditions (ACAAl) ●Flyer – Allergies (HUD) ●Item Ideas for Allergy Sufferers (Aspire)
Week of April 10th	<ul style="list-style-type: none"> ●Hang poster Allergy Symptoms ●Distribute podcast What Are Allergies & How Do People Develop Allergies? ●Promote training class on Allergies ●Check on order of items for Allergy Care Packages 	<ul style="list-style-type: none"> ●Poster – Allergy Symptoms (Cleveland Clinic) ●Podcast – What Are Allergies & How Do People Develop Allergies? (12:51)
Week of April 17th	<ul style="list-style-type: none"> ●<i>Distribute quiz Asthma and Allergy Symptom Test</i> ●<i>Distribute flyer Allergies - Understanding and Managing Your Symptoms</i> ●<i>Promote training class on Allergies</i> ●<i>Put together Allergy Care Packages</i> 	<ul style="list-style-type: none"> ●Quiz – Asthma and Allergy Symptom Test (ACAAl) ●Flyer – Allergies - Understanding and Managing Your Symptoms (Anthem)
Week of April 24th	<ul style="list-style-type: none"> ●<i>Distribute link LiveHealth Online - Allergy</i> ●<i>Distribute link Download LiveHealth Online App</i> ●<i>Distribute flyer LiveHealth Online</i> ●<i>Conduct training class on Allergies</i> ●<i>Give out Allergy Care Packages</i> 	<ul style="list-style-type: none"> ●Link – LiveHealth Online – Allergy (Anthem). Visit with a doctor 24/7 who knows the latest allergy treatment trends. Get answers, a treatment plan, and prescriptions if needed. ●Link – Download LiveHealth Online App (Anthem) ●Flyer-Live Health Online (Anthem).pdf

FUN WITH RECIPES

HONEY LIME FRUIT SALAD

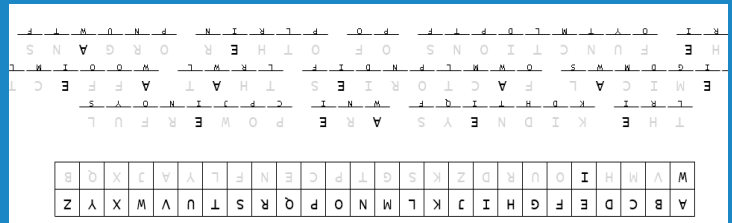
INGREDIENTS:

2 Cups of strawberries | 3 Kiwi fruits peeled and sliced
 | 2 Cups of Blueberries | 1 Cup of grapes halved | 2 Cups
 of pineapple Chunks | 2 Apples peeled and diced | 2
 Tablespoons honey | 1 Tablespoon fresh squeezed lime

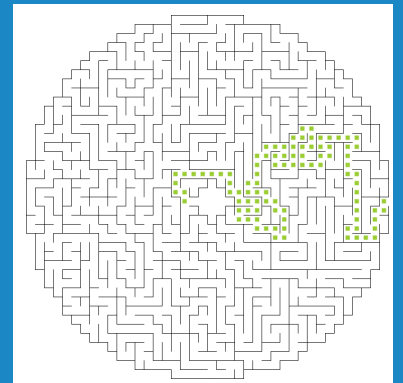


Place fruit in a large salad bowl, combine honey and lime juice, pour through the fruit and mix well.

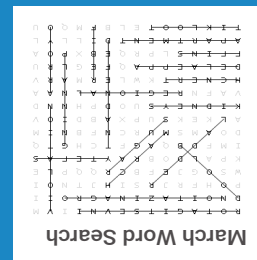
FUN WITH SAFETY ANSWER KEY



Cryptogram Puzzle Answer Key



Maze Puzzle Answer Key



Word Search Puzzle Answer Key



SHARE

MARCH 2023
ISSUE #23

SAFETY THEME

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



GET A GRIP ON
LADDER
SAFETY

Improper use of ladders can lead to falls, resulting in injury or death. Plan ahead to get the job done safely. Identify what type and size ladder you need for the job, identify any potential hazards (such as electricity), and think about the environment in which the job will take place. These hazards can be eliminated or substantially reduced by following good safety practices.

The following are some ladder safety tips which may save you neck someday!

Always:

- Place the ladder on a level surface
- Place the feet parallel with the top support
- Anchor it at the top and tie it at the bottom or have someone hold it for you
- Clean your shoes before getting on the ladder
- Keep the ladder the right distance from the wall (remember the 4 to 1 rule – divide the number of rungs from the support point to the ground by four. Example: eight rungs from support to the ground divided by four = 2 feet ..keep the ladder 2 feet from the wall).
- Always maintain three points of contact while on ladder.
- For extension ladders, the top should be three feet above the landing area

Never:

- Use a ladder if it's scaffolding you really need
- Don't carry objects while climbing – use a hoist with a rope

- Don't step on the top two stepladder steps or the top four ladder rungs
- Don't lean too far in either direction while working on a ladder. Keep your belt buckle inside the rails (center yourself).
- Don't mix metal ladders and electricity- this doesn't work well! Stay clear of power lines, at least 10 feet!

Don't think that tomorrow's fall "can't happen to you" – because if you don't think smart...it will.





LGRMS
RISK CONTROL
ACCG | GMA

SAFETY THEME POSTER

MARCH 2023
ISSUE #23

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



GET A GRIP ON YOUR **LADDER SAFETY**

"Don't think that tomorrow's fall 'can't happen to you' - because if you don't think smart...it will."

General Self Inspection Program

Location, Area, or Department: _____ Date: _____

Surveyor: _____

General Evaluation

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

Property/Liability

	Yes	No
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

Public Safety

	Yes	No
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		
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
O: 678-686-6280
C: 404.558-1874

Tamara Chapman

Office Manager
tchapman@lgrms.com
O: 678-686-6283
C: 404.623-8055

Cortney Stepter

Administrative Coordinator
cstepter@lgrms.com
O: 678-686-6282

PUBLIC SAFETY RISK CONTROL

Dennis Watts

Training, Communication, and Public Safety
Risk Manager
dwatts@lgrms.com
404.821.3974

Mike Earl

Public Safety Risk Consultant
mearl@lgrms.com
404.558.8525

David Trotter

Sr. Public Safety Risk Consultant
dtrotter@lgrms.com
404.295.4979

Griffin Attaberry

Public Safety Risk Consultant
gattaberry@lgrms.com
404.313.8853

Natalie Sellers

Sr. Law Enforcement Risk Consultant
nsellers@lgrms.com
404.904.0074

RISK CONTROL

Steve Shields

Loss Control Manager
sshields@lgrms.com
404.416.3920

Chris Ryan

Sr. Loss Control Representative W. Region
cryan@lgrms.com
229.942.2241

Vincent Scott

Loss Control Representative E Region
& PW Specialist
vscott@lgrms.com
404.698.9614

Weston Cox

Loss Control Representative S Region
wcox@lgrms.com
404.520.6646

HEALTH PROMOTION SERVICES

Sherea Robinson

Health Promotion Services
Manager
srobinson@lgrms.com
404.821.4741

Candace Amos

Sr. Health Promotion Services
Consultant
SW Central Region
camos@lgrms.com
404.416.3379

Paige Rinehart

Health Promotion Services Consultant
NE Central Region
prinehart@lgrms.com
404.295.4979

SHARE

MARCH 2023 - ISSUE 23.0

LOCAL GOVERNMENT RISK
MANAGEMENT SERVICES,
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VISIT THE
LGRMS
WEBSITE

For more information.

www.lgrms.com

Has your organization undergone any changes in personnel? Are there other staff members that you would like to receive a copy of our publications? If so, please complete the form on p. fa9



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