

SHOULD INCIDENTS BE INVESTIGATED?

P.4

Also in this issue
Preventing Tick Bites
Notes from the Road
Mental Health Awareness

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

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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

May 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

HEALTH PROMOTION CHAMPION TRAINING

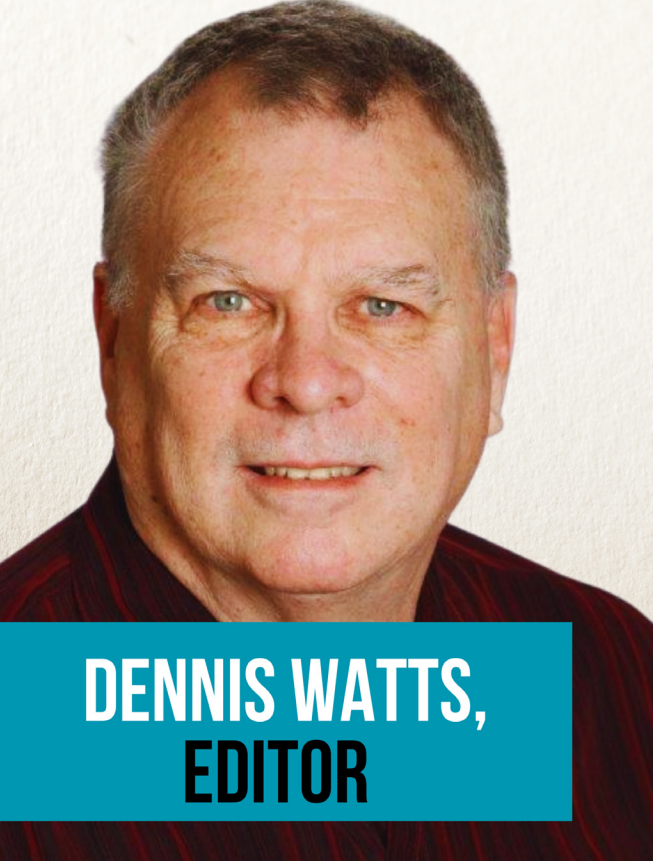
FULL DAY | 9:00AM - 12:00PM

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

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 May

Welcome to the May 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 May Safety Theme discusses the Prevention of Tick Bites. The issue also includes the HPS article regarding Mental Health Awareness, Noes from the Road, The Denial of Qualified Immunity in Strip Searches, Dangerous jobs in Local Government, Henry County Grant, 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.

DIRECTOR'S CORNER

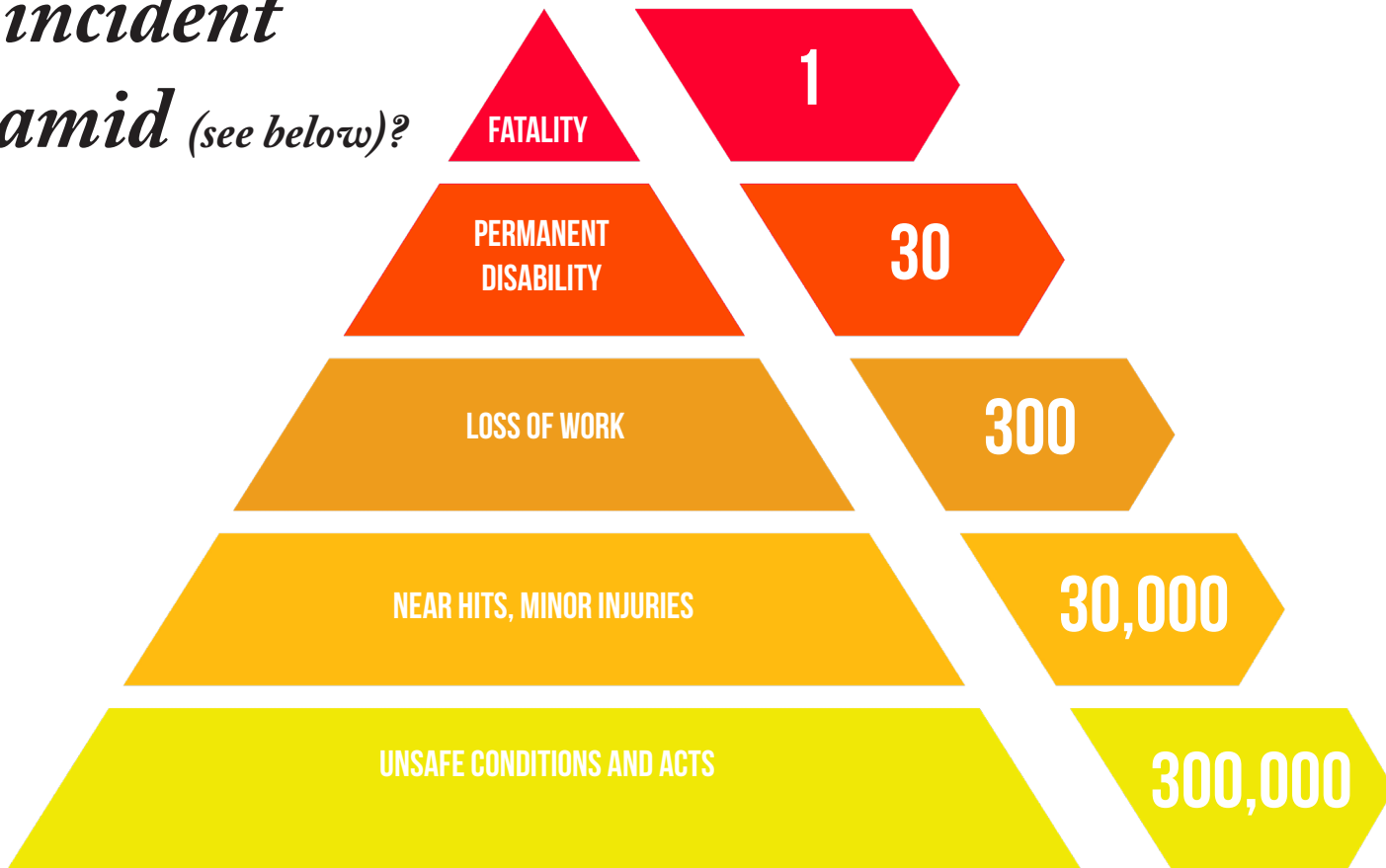


By Dan Beck, LGRMS Director



WHAT INCIDENTS SHOULD BE INVESTIGATED?

Have you seen the incident pyramid (see below)?



The theory is that for every incident that results in a fatality, there are about 30 incidents that resulted in permanent disability, such as amputation or blindness. For every incident that results in permanent disability, there are 300 that result in loss of work. And so on, until you get down to 300,000 unsafe conditions or acts.

So, which of these incidents should you investigate? If you had unlimited resources, I would say you should investigate all 330,331 of these incidents. But we don't have unlimited resources. In my past, corporate leadership would require that all incidents beyond first aid should be investigated. The issue with this focus was that we would investigate a non-serious incident that resulted in a laceration requiring stitches, but a runaway forklift that barely missed hitting an employee in the head was not investigated.

My suggestion is to analyze each incident and estimate the incident's risk score and focus on those with the highest potential for severe consequences. There are many systems you can use to analyze or estimate the risk score, but I like to use the method discussed below.

First you are going to look at the likelihood of recurrence. You will provide a score between One and Five. One, being the lowest score, meaning you can't conceive of an event like this happening. Five, being the highest score, meaning you feel it is most likely to occur. Of course, there are rankings for Two, Three, and Four that fill in the gaps between One and Five, but for time's sake I will just focus on One and Five. As an example, if you have a dark hallway with a hidden two-inch high strip going across the width of the hallway,

what is the likelihood of someone tripping. I would rate it as a Five. In contrast, if you had the same hallway with proper lighting and no trip hazard, I might rate it as a One or Two.

Next, you are going to look at the potential severity of the incident. Again, you will provide a score between One and Five. One, being the lowest score, meaning you feel no real or minor injuries is the most likely result. Five, being the highest score, meaning you feel most likely the incident would result in a fatality. Again, there are rankings for Two, Three, and Four that fill in the gaps between One and Five, but for time's sake I will just focus on One and Five. As an example, if you are on a 30-foot ladder and you fell to the ground, I would rate this as a Five or high potential for a fatal incident. In contrast, if the employee fell on a soft padded surface, it would likely not result in serious injuries. I would rate it as a One.

Once you have both the likelihood and severity scores, you multiply those numbers. For example, if you have a score of 5 likelihood and 5 severity, your total risk score would be 25. If you have a score of 3 likelihood and 4 severity, your total risk score would be 12.

Each organization would need to set an acceptable level of risk, based on their available resources and risk tolerance. I typically suggest that any score above 5 or 6 should be investigated.

MEMBER SPOTLIGHT

HENRY COUNTY RECEIVES ACCG SAFETY GRANT

by Staff Reports
The Henry Herald

Henry County received a \$10,000 grant in reimbursement for the purchase of a one-man lift to be used primarily by the Henry county Facilities Maintenance Department.

In order to enhance staff safety, Henry County applied for and received a \$10,000 grant from the Association County Commissioners of Georgia in reimbursement for the purchase of a one-man lift to be used primarily by the Facilities Maintenance Department.

According to the county's Risk Management Director Holly LaFontaine, the new equipment will enable staff to reduce the use of ladders and scaffolding — which reduces risks of slips and falls and potential workers' compensation-related injuries and claims.

“Risk Management received payment from ACCG for the grant applied for and awarded in April 2022; however, due to supply chain issues, we just received the equipment in January 2023,” said LaFontaine. “The lift will be used by Facilities Maintenance and other departments as needed, after the completion of required training.”

Resources:

https://www.henryherald.com/news/henry-county-receives-accg-grant-for-safety-equipment/article_ef61ccf4-e9c8-11ed-b8d2-5ba2eaf95dad.html





LGRMS
RISK CONTROL
ACCG | GMA

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

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!

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. 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 may 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

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

MEMBER DISTRIBUTION LISTS & ACCESS

Select all that apply

SHARE Newsletter

LGRMS WEBSITE

LocalGovU

BrainShark

Other

FOR LGRMS OFFICE ONLY

Contact info has been added to:

Date Received: _____

Request Recieved by: _____

CAMPAIGN MONITOR
 IMIS
 EMAIL LIST
 BrainShark
 SHARE LIST

LIABILITY BEAT



Eighth
CIRCUIT DENIES QUALIFIED IMMUNITY IN

STRIP SEARCH

by Brian S. Batterton, J.D.
LLRMI

May Roll Call Training-Jail High-Risk Critical Task

Medical Care

On September 5, 2019, the Eighth Circuit Court of Appeals decided *Robinson v. Hawkins et al.* [i], in which the court examined whether an officer was entitled to qualified immunity in an incident that involved a strip search. The relevant facts of *Robinson*, taken directly from the case, are as follows:

On October 19, 2012, St. Louis Metropolitan Police Department (SLMPD) Officers Angela Hawkins and Joseph Speiss were among a group of officers conducting a police checkpoint. At approximately 10:30 p.m., Robinson's boyfriend—who was driving Robinson's car while she sat in the front passenger seat—made an illegal U-turn, apparently to avoid the checkpoint. Officers from the checkpoint then conducted a traffic stop on Robinson's car.

As Officer Hawkins approached the stopped car she saw Robinson's boyfriend hand something to Robinson, and Robinson "taking her hands out of the front of her waistband." *Robinson v. City of St. Louis, Mo.*, No. 4:17-CV-156-PLC, 2018 WL1695534, at *3 (E.D. Mo. Apr. 6, 2018). Officer Hawkins suspected that Robinson and her boyfriend had exchanged drugs or a weapon. Once she reached the car, Officer Hawkins asked Robinson to show her

hands and step outside. Robinson complied. Officer Hawkins then handcuffed Robinson and performed a pat-down search which failed to reveal the presence of any contraband. Officer Hawkins then asked Robinson what she had placed in her waistband, and Robinson admitted to having attempted to hide some marijuana. Officer Hawkins told Robinson to retrieve the marijuana, but Robinson asked to be brought to the police station to retrieve the marijuana there. Officer Hawkins refused, citing officer safety concerns.

Officer Hawkins moved Robinson to a nearby parking lot behind a tractor-trailer, intending to complete the search for the drugs that Robinson had admitted were in her possession. While being moved, Robinson continued to object to the search in the parking lot and asked to be taken to the station. According to Robinson Officer Hawkins said, "Bitch, no, we're doing this right now" and yelled at her repeatedly in response to her desire to be taken to the station, calling her a "f*cking dope fiend." Hawkins requested rubber gloves over the radio. Sgt. Mark McMurry, another



SLMPD officer, drove up “alongside the trailer” and delivered a pair of gloves. Once in location Robinson retrieved the marijuana. Officer Hawkins remained convinced that Robinson was likely hiding other contraband. While there is some dispute as to what was said and done, Robinson asserts Officer Hawkins grabbed her by the arms and pushed her face-first into the trailer yelling, “Bitch, this isn’t all that you have. You’re not freaking out over a bag of marijuana.”

Officer Hawkins turned Robinson around and pushed her back against the trailer. Pictures of Robinson’s clothes from that evening show some staining, reportedly caused by the encounter. Robinson claims Officer Hawkins then unfastened her pants, pulled down her underwear, and “touched . . . Robinson’s vagina, anus, and inside her vagina lips.” Robinson claims that shortly thereafter, Officer Hawkins planted a baggie containing drugs on the ground in front of Robinson.

Robinson also claims she “could still see the man [i.e., the male officer] that was watching” during the search. Security footage confirmed the presence of a male officer in the lot during at least a portion of the search. Officer Hawkins did not dispute Robinson’s assertion “that there were at least two male officers in the parking lot while [Officer Hawkins] searched [Robinson].” Robinson described the experience as feeling “like [she] was being raped in public.”

Officer Hawkins walked Robinson back to the patrol car and shortly thereafter Officer Swinton arrived at the scene of the stop. Officer Swinton observed that Robinson was “hysterical.” According to Officer Swinton it appeared that Robinson was “having apanic attack.”

Robinson was transported to the police station, where she attempted to write a statement describing Officer Hawkins’s behavior. While Robinson was writing her statement, Officer Swinton allegedly attempted to pressure her into claiming the “dope” belonged to her boyfriend. Robinson asked for a lawyer and Officer Swinton cursed at her in reply. Robinson claims Officer Swinton then read her statement, laughed, balled it up, and did not include the statement in the final incident report. At her deposition, Officer Swinton explained she did not include the statement in Robinson’s incident report because it was unsigned. There is, however, no SLMPD policy requiring statements to be signed. Officer Swinton also described Officer Hawkins as a “mentor.”

The day after her encounter with police, Robinson visited an emergency room and was treated for shoulder pain, neck pain, and cuts and bruising on her wrists, all of which she attributed to her encounter with the officers. Following treatment, she was prescribed an anti-inflammatory drug, a pain-killer, and a muscle relaxant. Officer Swinton later drafted her own incident

report for the evening, even though she had not been at the scene during most of the relevant events. The officers concede that Officer Swinton’s report is riddled with inaccuracies and omissions. For example, the report did not mention the presence of Officers Spiess and McMurry, the pat-down search in the street, Robinson’s request to be searched at the station, Officer Hawkins’s request for gloves, the strip-search in the parking lot, the unfastening and lowering of Robinson’s pants, or Robinson’s distress.

No charges were brought against Robinson.[ii]

]

Robinson subsequently filed suit in federal district court and alleged that Officer’s Swinton and Hawkins conspired to deprive her of constitutional rights, and that Officer Hawkins violated her Fourth Amendment right to be free from excessive force and an unreasonable strip search. The district court denied the officer’s motions for qualified immunity and, the officers appealed to the Eighth Circuit Court of Appeals.

Issue One: Whether the officers were entitled to summary judgment on the allegation of conspiracy to deprive Robinson of access to the courts?

Regarding the conspiracy issue, the court stated

In order to prove a conspiracy under § 1983, the plaintiff must show for a particular defendant: (1) a conspiracy between the defendant and at least one other person; (2)

an overt act in furtherance of the conspiracy; (3) a resulting injury to the plaintiff; and (4) the deprivation of a constitutional right or privilege. *Askew v Miller*, 191 F.3d 953, 957 (8th Cir. 1999) (internal citations omitted).[iii]

The plaintiff argued that a conspiracy could be proven because (1) Officer Swinton described Officer Hawkins as a “mentor,” (2) Officer Swinton allegedly wrote an inaccurate report, (3) Officer Swinton was allegedly rude and cursed at Robinson, and (4) Officer Swinton wrote the incident report although she was not on the scene of the incident. The court of appeals stated that this was insufficient to prove a conspiracy, even if they assume, for the sake of argument, all the facts alleged were true.

Therefore, the court of appeals held that the district court erred by not granting the officers summary judgment on this allegation.

Issue Two: Whether Officer Hawkins used excessive force when she handcuffed Robinson?

The court first noted that

The obvious function of the qualified immunity rule is to excuse an officer who makes a reasonable mistake in the exercise of his official duties.” *Edwards v. Baer*, 863 F.2d 606, 607 (8th Cir. 1988). **Therefore, the “clearly established” analysis “focus[es] . . . on whether the officer had fair notice that her conduct was unlawful . . . at the time of the conduct** *Kisela v Hughes*, 138 S. Ct. 1148, 1152 (2018) (per

curiam). **Though “[t]he contours of the right must be sufficiently clear that a reasonable official would understand that what he is doing violates that right . . . [t]his is not to say that an official action is protected by qualified immunity unless the very action in question has previously been held unlawful.”** *Koehler*, 616 F.3d at 864 (quoting *Anderson v Creighton*, 483 U.S. 635, 640 (1987)). [iv]

Additionally, it is important to note that at this stage of the litigation, a motion or appeal for qualified immunity, the court is required to view the facts in a light most favorable to the plaintiff, unless there is clear evidence, such as video, that contradicts the plaintiff’s version of events. As such, the court examined this issue by viewing the facts as the plaintiff alleged.

The plaintiff alleged that Officer Hawkins grabbed her by her arms, pushed her face first into the side of a trailer, cursed at her, and subsequently handcuffed her.

The court then examined the legal principles that control this issue. The court stated

The right to be free from excessive force in the context of an arrest is clearly established under the Fourth Amendment.” *McCrystal*, 708 F.3d at 1005. **However, “[n]ot every push or shove, even if it may later seem unnecessary in the peace of a judge’s chambers, violates the Fourth Amendment.”** *Graham v Connor*, 490 U.S. 386, 396 (1989) (citation omitted). “**Police officers undoubtedly have a right to use**

some degree of physical force, or threat thereof, to effect a lawful seizure, and reasonable applications of force may well cause pain or minor injuries with some frequency.” *Chambers*, 641 F.3d at 907 (citation omitted). **“A de minimis use of force is insufficient to support a claim, and it may well be that most plaintiffs showing only de minimis injury can show only a corresponding de minimis use of force.”** *Id.* at 906. [v]

The court of appeals then discussed the Eighth Circuit case of *Crumley v. City of St. Paul* [vi] in which they held that a police officer did not violate a suspect’s clearly established rights when he “struck or pushed the suspect approximately five times and then spun her around and handcuffed her...where the suspect suffered bleeding wrists” from being handcuffed.[vii] The court then compared the facts of that case to the facts of *Robinson’s* case. *Robinson* alleged she was pushed into the side of a trailer, and handcuffed, which caused bleeding on her wrists and pain. These two cases are similar. The court of appeals then held

Given the general rule that “[n]ot every push or shove . . . violates the Fourth Amendment” and in the absence of a case clearly holding that shoving a suspect against a vehicle and tightening their handcuffs in circumstances like this amounts to more than *de minimis* force, we conclude that Officer Hawkins’s use of force did not violate a “clearly established” right.[viii]

As such, the court held that Officer Hawkins was

entitled to qualified immunity to on the excessive force allegation.

Issue Three: Whether Officer Hawkins is entitled to qualified immunity regarding the strip search of Robinson?

The court of appeals first discussed the legal principles relevant to this issue and stated

The Fourth Amendment protects against unreasonable searches and seizures. Strip searches raise special considerations, as “the need for the particular search [must be balanced] against the invasion of personal rights that the search entails.”

Franklin v. Lockhart, 769 F.2d 509, 510-11 (8th Cir. 1985) (alteration in original) (quoting *Bell v. Wolfish*, 441 U.S. 520, 559 (1979)). **Such a search must be “reasonable in its scope, manner, and location.”** *United States v. Williams*, 477 F.3d 974, 975 (8th Cir. 2007). **In regards to scope and manner, “evidence [of] . . . touch[ing], . . . prodd[ing], . . . or [the use of] physical force . . . are important considerations in weighing the level of insult to personal privacy visited upon the victim of a search.”** *United States v. Oyekan*, 786 F.2d 832, 838 (8th Cir. 1986) (internal quotation omitted). **Accordingly, searches involving “penetration or public exposure of genitals” are considered more intrusive than those not involving such means.** *Williams*, 477 F.3d at 976. [ix]

Next, the court examined the Eighth Circuit case of the *United States v. Williams* [x] in which the police transported a suspect to the police station parking lot, which was enclosed by a brick building and chain-link

fence, where an officer used a gloved hand to reach in the suspect’s underwear to retrieve a large quantity of drugs next to the suspect’s genitals. The court held that it was not unreasonable to conduct that search outdoors since the area was partially secluded and the suspect’s genitals were not observable by passers-by. The court stated

[O]fficers had not acted unreasonably in searching the suspect outdoors, declining “to adopt a bright-line rule that when a detainee has been secured, and travel to a station-house is possible, an on-street intimate inspection is an unconstitutional, unreasonable search.” *Id.* at 977 [xi]

In the case at hand, Robinson alleged that the search was conducted within view of at least one male officer. She also alleged that Officer Hawkins touched the inside and outside of her vagina and her anus. Further, she alleged this occurred in an unsanitary environment, next to an “oily” tractor-trailer as the officer yelled insults. As such, if there is a question regarding facts that would be material to whether or not the search was reasonable, those facts are to be decided by a jury.

Lastly, the court of appeals held that the law was clearly established regarding strip searches. The court stated that the “law was sufficiently clear to inform Officer Hawkins her search of Robinson was unlawful in both scope and manner.” [xii]

As such, Officer Hawkins was not entitled to qualified immunity regarding the strip search.

Citations

[i] No. 18-1823 (8th Cir. Decided September 5, 2019)

[ii] Id. at 2-5

[iii] Id. at 6 (emphasis added)

[iv] Id. at 8 (emphasis added)

[v] Id.

[vi] 324 F.3d 1003, 1006-1008 (8th Cir. 2003)

[vii]

Id.

[viii] Robinson at 9-10 (emphasis added)

[ix] Id. at 10 (emphasis added)

[x] 477 F.3d 974 (8th Cir. 2007)

[xi] Id. at 977

[xii] Robinson at 13



"Robinson claims Officer Swinton then read her statement, laughed, balled it up, and did not include the statement in the final incident report."

PROTECTING *Workers* FROM THE EFFECTS OF GEORGIA HEAT



by Chris Ryan
LGRMS Risk Control Consultant

It is time for Cities and Counties to begin making plans on how employees need to deal with Georgia heat.

Below are a couple of procedures that can be done to assist the employees with the rising temperatures.

Modified Work Schedules

Altering work schedules may reduce workers' exposure to heat. For instance:

1. Reschedule all non-essential outdoor work for days with a reduced heat index.
2. Schedule the more physically demanding work during the cooler times of day
3. Schedule less physically demanding work during warmer times of the day
4. Rotate workers and split shifts, and/or add extra workers.
5. Work/Rest cycles, using established industry guidelines.
6. Stop work if essential control methods are

inadequate or unavailable when the risk of heat illness is very high.

Keep in mind that very early starting times may result in increased fatigue. Also, early morning hours tend to have higher humidity levels.

[Water.Rest.Shade](#)

Ensure that cool drinking water is available and easily accessible. (Note: Certain beverages, such as caffeine and alcohol can lead to dehydration.) Encourage workers to drink a liter of water over one hour, which is about one cup every fifteen minutes. Provide or ensure that fully shaded or air-conditioned areas are available for resting and cooling down.

NOTES FROM THE ROAD

DANGEROUS JOBS IN LOCAL GOVERNMENT



by Steve Shields
LGRMS Risk Control Manager

Local government employees play a crucial role in maintaining the functioning of our communities. While many of these jobs are generally considered safe, there are certain positions within local government that carry inherent risks. These are Law Enforcement, Firefighters, Sanitation, and Public Works.

It is crucial for local governments to prioritize the safety and well-being of their employees by providing comprehensive training, appropriate protective gear, and effective risk management protocols to mitigate the potential dangers associated with these occupations.

Our training, guidance, and enforcement is even more important now than ever as we are having employees entering the workforce without life or considerable job experience.

At LGRMS, we have several training programs that we can send to you to address hazards.

With Notes from the Road this is Steve Shields



Establish your own

SAFETY PROGRAM



by Weston Cox
LGRMS Risk Control Consultant



Just a few weeks ago, I had the opportunity to attend a Georgia safety training session at the Georgia Tech campus in Savannah, GA. We discussed multiple safety topics, many of which directly apply to local government operations. We discussed each topic in depth, reviewed real life scenarios, and were given the opportunity to discuss alternative safety measures in order to reduce, mitigate, or eliminate accidents overall.

Below, I have listed some specific topics of discussion and a brief synopsis of each that I feel were invaluable. Please share these with each of your organizations on a regular basis to ensure proper education, awareness, and action is taken to help prevent workplace accidents. These actions would be a great start to establishing or enhancing your own safety program.

Inspections and Penalties

If your city or county does not already perform regular inspections, this would be a great item to discuss amongst your department heads. Regular inspections can ensure that no hazards exist within city/county vehicles, equipment, walking surfaces, office stationery, and overall building conditions. Make sure that your employees know how to report these issues and who to report these items to immediately. If a supervisor was aware of the issue and did not address it within a reasonable time, there may need to be repercussions or penalties in force. Remember, if you see something, say something.

Recordkeeping

When it comes to serious liability concerns, proper documentation and recordkeeping can be the key to proving that your organization was not negligent within

a lawsuit. It's important not only to keep records on hand, but to make sure the information retained is up to date and accurate.

Walking and Working Surfaces

Slips, trips, and fall hazards remain some of our top causes of accidents in the workplace. Make sure that housekeeping is up to date, work areas are organized and free from clutter, and all walking surfaces are even and do not pose a concern for slips/trips/falls.

Personal Protective Equipment

In a lot of our cities and counties, many accidents that occurred were completely preventable. A large

percentage of these accidents could have been avoided with the use of proper personal protective equipment (PPE). Make sure that each of the departments within your organization has proper PPE for field operations and that it is readily available for use.

Industrial Hygiene

Industrial hygiene is essentially the environmental factors arising from the workplace, which could cause impaired health and well-being, sickness, or significant discomfort among workers/employees. Learning your organization's everyday processes/procedures is the key to being able to identify any deficiencies and provide corrective actions for those issues.



"When it comes to serious liability concerns, proper documentation and recordkeeping can be the keys to proving that your organization was not negligent within a lawsuit."



MAY 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. 28**

Word List

- Alzheimers
- creativity
- dangerous |
- disability
- equipment
- grant
- health
- immunity
- incidents
- injuries
- investigation
- journaling
- mental
- prevention
- pyramid
- qualified
- stress
- ticks
- unsafe



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. Try to decode the message. The first few letters have been provided. **p. 28**

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
			J																	B					

E
E
E

K F K Y N I J
J K M G
F P M F S J P Z
K F S

E
E
E
E

J C Z F E K Z J
Z G J
F P M F S J P Z
C
H F C T

E
U
E

C M R H J
K F S
W R M B C
K F
Z G R C J
X F Z G

E
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Z G J
G F U G J C Z
A R Z J P Z F K Y
W R H

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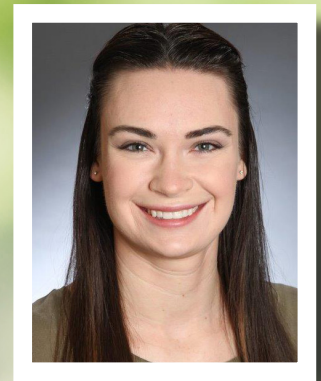
C J O J H J
M R P C J V B J P M J C

MAZE. Summer is nearly 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.28.





MENTAL HEALTH AWARENESS



by Paige Rinehart
Sr. LGRMS Health Promotion Consultant



Many of us struggle to make our mental health a priority. Deadlines, family responsibilities, and life obstacles take over and leave us tired. We don't recognize our vulnerabilities to stress and mental health issues until we start to feel unwell physically.

There are actions anyone can take to manage the uncontrollable pressures of life's demands and improve our mental health:

- **Set boundaries.** Decide what's most important, then learn to say no when taking on too many responsibilities.
- **Forget being perfect.** Pursuing goals can lead to positive outcomes, but attempting to keep up an impossible schedule can lead to mental health distress.
- **Take daily breaks.** Plan small quality time for yourself to focus on doing something that renews your mind, body, and soul. A walk, time with a pet, music, anything that you enjoy.

THE POWER OF JOURNALING YOUR THOUGHTS FOR MENTAL HEALTH

We don't know about you, but the idea of journaling or keeping a diary reminds us of middle school — scribbling hearts, lovesick ramblings, or our deepest secrets. But maybe we shouldn't have stopped.

Scientific evidence shows that journaling has excellent benefits. We stimulate both sides of the brain when we do so, quite literally allowing us to use all our brainpower at once.

JOURNALING ALSO HELPS WITH THE FOLLOWING:

- **Relieves stress.** Writing down our daily frustrations gives us a safe place to say exactly what we feel.
- **Get to know yourself and boost your self-esteem.** Writing consistently can help us recognize patterns in our life. If one person keeps coming up in a negative way, we may realize this person is toxic and not good for our well-being. On the other hand, if we write about the great things that happen, it reminds us of what we can be thankful for.
- **Boost your creativity.** Since you're using the right side of your brain, creativity is spiked! This can also be great for the left, more analytical side—helping us to marry the two sides and problem solve more effectively.

How to start: Set aside 15-20 minutes a day – morning can be a great time to get creative juices flowing, but anytime works! Remember, there are no rules! This is your time to be totally free with your thoughts!

There are many ways you can protect yourself, as well as your employees, and help them manage stress and be aware of mental health issues. 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 June 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

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

Call Time

11:30 AM-12:00 PM

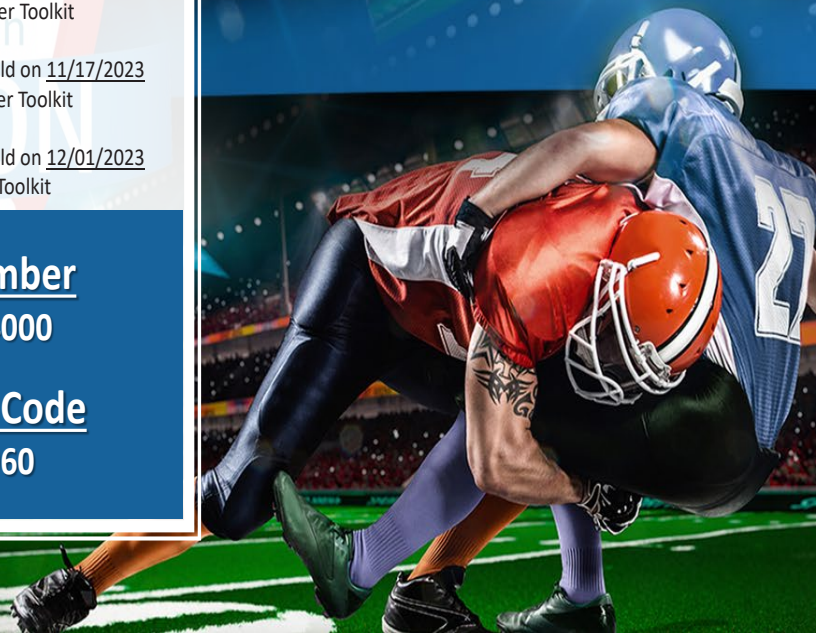
Dial-In Number

(267) 930-4000

Participant Code

491-626-960

TACKLING OUR WAY INTO 2023





WEEK	ACTION/ACTIVITY	RESOURCES
Week of May 22nd	<ul style="list-style-type: none"> ●Start planning for first week of June ●Promote events on company's social media site and company intranet sites ●Consider hosting a Brain Health training class ●Consider celebrating The Longest Day on June 21st 	<ul style="list-style-type: none"> ●Resource- CDC: Alzheimer's and Healthy Aging ●Resource- Alzheimer's Association: Brain Health ●Resource- Alzheimer's Association: The Longest Day
Week of May 29th	<ul style="list-style-type: none"> ●Promote BrainHealth training class ●Promote wearing purple on The Longest Day ●Distribute Article: <i>10 Ways to Love your Brain</i> 	<ul style="list-style-type: none"> ●Article- Alzheimer's Association: 10 Ways to Love your Brain
Week of June 5th	<ul style="list-style-type: none"> ●Promote training class ●Promote The Longest Day ●Distribute Article: Early Signs and Symptoms of Alzheimer's 	<ul style="list-style-type: none"> ●Article- Alzheimer's Association: Early Signs and Symptoms of Alzheimer's
Week of June 12th	<ul style="list-style-type: none"> ●Promote training class ●Distribute Video <i>Alzheimer's and the Brain</i> ●Continue to promote The Longest Day 	<ul style="list-style-type: none"> ●Video- National Institute on Aging: Alzheimer's and the Brain
Week of June 19th	<ul style="list-style-type: none"> ●Promote training class ●Distribute Quiz <i>The Big Brain Health Check-in</i> ●Celebrate The Longest Day with a fundraiser event or by wearing purple 	<ul style="list-style-type: none"> ●Quiz- Alzheimer's Research UK: The Big Brain Health Check-in
Week of June 26th	<ul style="list-style-type: none"> ●Hold/Implement training class ●Distribute Fact Sheet: <i>6 Tips for Approaching Alzheimer's</i> 	<ul style="list-style-type: none"> ●Fact Sheet- Alzheimer's Association: 6 Tips for Approaching Alzheimer's

FUN WITH RECIPES

CRUNCHY CHICKEN SATAY BOWL

INGREDIENTS:

Chicken | Cabbage | Pepper | Carrots | Onion | Sesame Seeds | Thai dressing



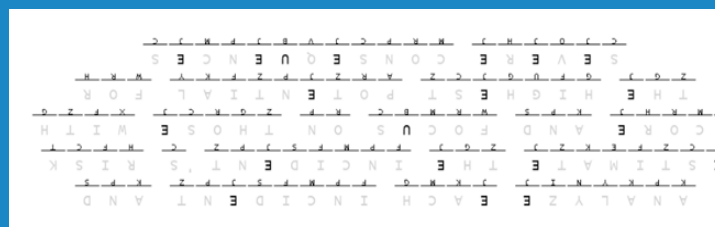
- 1 cooked chicken breast
- 2 Cups thinly sliced cabbage or Asian slaw
- 1/4 Cup thinly sliced red bell pepper
- 1/4 Cup matchstick carrots
- 1/8 Cup of chopped green onion
- 1 Tablespoon toasted sesame seeds
- 2 Tablespoons
- Thai peanut sauce dressing

Cut chicken into strips. Toss cabbage/slau, bell pepper and carrots into a large bowl. Top with chicken, green onion, sesame seeds and dressing.

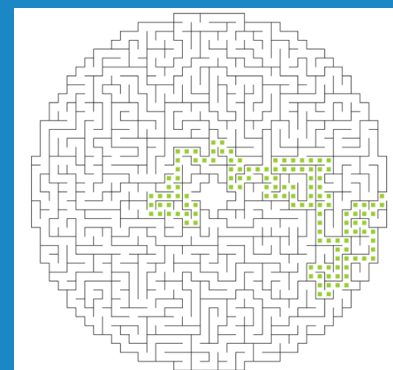
FUN WITH SAFETY ANSWER KEY



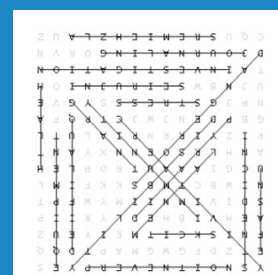
"Typically the frig becomes overloaded with magnets and then blows."



Cryptquote Puzzle Answer Key



Maze Puzzle Answer Key



Word Search Puzzle Answer Key



SHARE

MAY 2023
ISSUE #24

SAFETY THEME

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



*Preventing
Tick Bites*

Preventing Tick Bites

Tick exposure can occur year-round, but ticks are most active during warmer months (April-September). Know [which ticks are most common in your area](#).

Before You Go Outdoors

- **Know where to expect ticks.** Ticks live in grassy, brushy, or wooded areas, or even on animals. Spending time outside walking your dog, camping, gardening, or hunting could bring you in close contact with ticks. Many people get ticks in their own yard or neighborhood.
- **Treat clothing and gear** with products containing 0.5% permethrin. Permethrin can be used to treat boots, clothing and camping gear and remain protective through several washings. Alternatively, you can buy permethrin-treated clothing and gear.
- **Use [Environmental Protection Agency \(EPA\)-registered insect repellents external icon](#)** containing DEET, picaridin, IR3535, Oil of Lemon Eucalyptus (OLE), para-menthane-diol (PMD), or 2-undecanone. EPA's helpful [search tool external icon](#) can help you find the product that best suits your needs. Always follow product instructions. Do not use products containing OLE or PMD on children under 3 years old.
- **Avoid Contact with Ticks**
 - o Avoid wooded and brushy areas with high grass and leaf litter.
 - o Walk in the center of trails.

After You Come Indoors

Check your clothing for ticks. Ticks may be carried into the house on clothing. Any ticks that are found should be removed. Tumble dry clothes in a dryer on high heat for 10 minutes to kill ticks on dry clothing after you come indoors. If the clothes are damp, additional time may be needed. If the clothes require washing first, hot water is recommended. Cold and medium temperature water will not kill ticks.

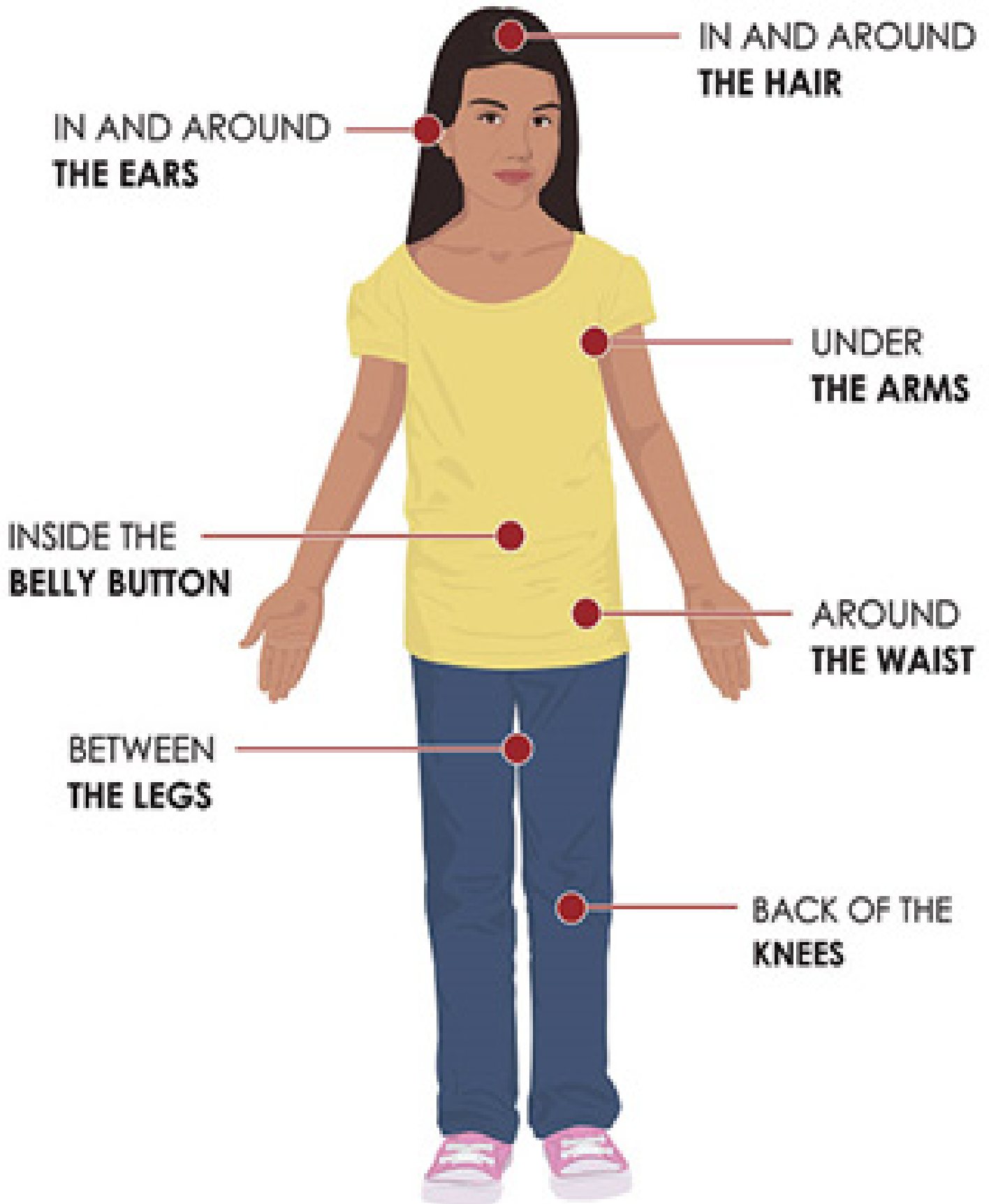
Examine gear and pets. Ticks can ride into the home on clothing and pets, then attach to a person later, so carefully examine pets, coats, and daypacks.

Shower soon after being outdoors. Showering within two hours of coming indoors has been shown to reduce your risk of getting Lyme disease and may be effective in reducing the risk of other tickborne diseases. Showering may help wash off unattached ticks and it is a good opportunity to do a tick check.

Check your body for ticks after being outdoors.

Conduct a full body check upon return from potentially tick-infested areas, including your own backyard. Use a hand-held or full-length mirror to view all parts of your body. Check these parts of your body and your child's body for ticks:

- Under the arms
- In and around the ears
- Inside belly button
- Back of the knees



**IN AND AROUND
THE HAIR**

**IN AND AROUND
THE EARS**

**UNDER
THE ARMS**

**INSIDE THE
BELLY BUTTON**

**AROUND
THE WAIST**

**BETWEEN
THE LEGS**

**BACK OF THE
KNEES**

- In and around the hair
- Between the legs
- Around the waist

If you find a tick attached to your skin, simply remove the tick as soon as possible. There are several tick removal devices on the market, but a plain set of fine-tipped tweezers works very well.

How to remove a tick

1. Use clean, fine-tipped tweezers to grasp the tick as close to the skin's surface as possible.
2. Pull upward with steady, even pressure. Don't twist or jerk the tick; this can cause the mouth-parts to break off and remain in the skin. If this happens, remove the mouth-parts with tweezers. If you cannot remove the mouth easily with tweezers, leave it alone and let the skin heal.

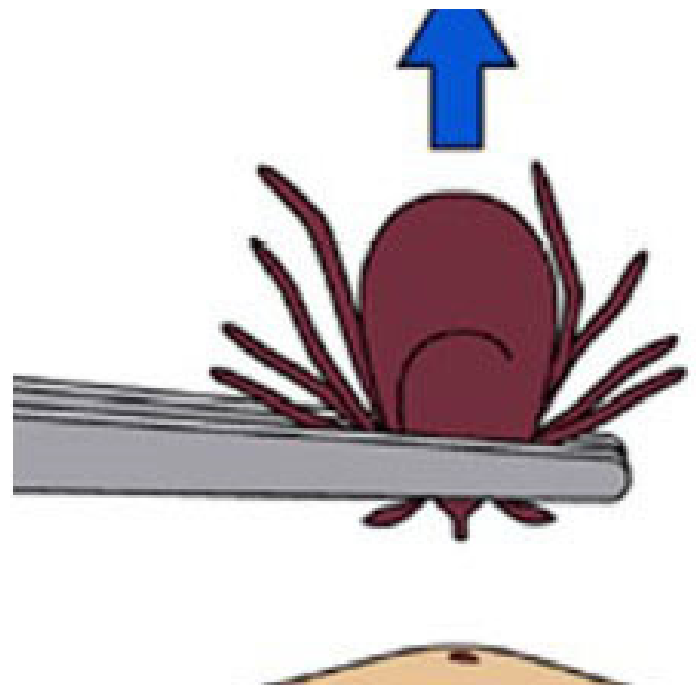
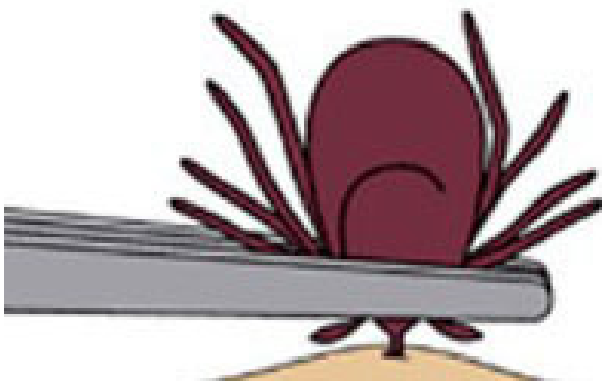
3. After removing the tick, thoroughly clean the bite area and your hands with rubbing alcohol or soap and water.
4. Never crush a tick with your fingers. Dispose of a live tick by
 - o Putting it in alcohol,
 - o Placing it in a sealed bag/container,
 - o Wrapping it tightly in tape, or
 - o Flushing it down the toilet.

Follow-up

If you develop a rash or fever within several weeks of removing a tick, see your doctor:

- Tell the doctor about your recent tick bite,
- When the bite occurred, and
- Where you most likely acquired the tick.

https://www.cdc.gov/ticks/avoid/on_people.html





LGRMS
RISK CONTROL
ACCG | GMA

SAFETY THEME POSTER

MAY 2023
ISSUE #24

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



*Prevent
tick bites.
Stay alert!*

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 _____



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SHARE

MAY 2023 - ISSUE 24.0

LOCAL GOVERNMENT RISK
MANAGEMENT SERVICES,
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ASSOCIATION

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