



# SHARE

SEPTEMBER 2023  
ISSUE #27

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

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

# PLANNING AHEAD FOR **BAD** WEATHER *P. 27*

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



*ALSO IN THIS ISSUE:*

- Incident Investigations**
- Merging Law Enforcement with Risk Management**

## **SAFETY THEME**

DOWNLOAD THIS  
MONTH'S SAFETY POSTER

## **HEALTH PROMOTION SERVICES**

CHECK OUT THE LIVING  
WELL GEORGIA CORNER

## **RISK/LIABILITY**

CHECK OUT THIS MONTH'S  
LIABILITY BEAT

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3500 Parkway Lane  
Suite 110  
Peachtree Corners, GA 30092

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

## UPCOMING WEBINARS AND TRAINING EVENTS

### HEALTH PROMOTION CHAMPION TRAINING

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

September 21 - Macon, GA

September 26 - Tifton, GA

September 28- Statesboro, GA

### LEERS TRAINING

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

September 21 - Forsyth, GA

September 26 - Garden City, GA

September 28 - Athens, GA

October 3 - Pine Mountain, GA

### LEERS SUMMIT

**FULL DAY | 8:30AM - 4:30PM**

November 2 - Forsyth, GA

### IMPORTANT NOTE:

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

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





Welcome to  
**SEPTEMBER**

**DENNIS WATTS,  
EDITOR**

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

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

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

### IN THIS ISSUE

In this issue, we have a variety of articles focusing on current topics affecting local governments. Workers and worker safety is always our number one focus. As part of that, our focus is storm preparedness. We are still in hurricane season, so we always need to be prepared for the effects of these devastating storms, but as winter approaches, we need to refocus on the hazards of winter weather. A proactive approach to the preparedness needs of both our local government, employees,

and individuals within our communities is the right thing to do. We also have articles on witness preparation and an update on federal labor law posters.

Our law enforcement focus is on the merging of our law enforcement operations with good risk management principles.

Our health focus is on sit, stand, repeat. We spend hours every day just sitting in front of our workstation. That is not good for our overall health. Our focus shows you some easy strategies to make you healthier.

Our online training calendar is up and running. We have just started our fall Safety Coordinator series, and are revving up for our Law Enforcement Risk Specialist Training in September. Go to [www.lgrms.com](http://www.lgrms.com) and click on TRAINING EVENT CALENDAR to see what is offered and to register. For questions or issues, contact Shamilla Jordan at [sjordan@lgrms.com](mailto:sjordan@lgrms.com), or Cortney Steptor at [csteptor@lgrms.com](mailto:csteptor@lgrms.com).

**Be Safe.**

### QUESTIONS OR CONCERNS

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

**CRIME SCENE DO NOT CROSS**

# DIRECTOR'S CORNER

# INCIDENT INVESTIGATIONS:

*Securing the Scene and Interviewing Witnesses*



By Dan Beck, LGRMS Director

We've all seen it in movies and TV shows—the dramatic crime scene with investigators bustling around, gathering evidence and interrogating witnesses. While real-life situations might not always be as glamorous, the process of securing the incident scene and interviewing witnesses after an incident or injury is crucial for understanding what happened and ensuring justice is served. In this article, we'll delve into the essential steps to take when faced with such a situation.

## **Securing the Scene: Safety First!**

Imagine you've just stumbled upon an incident or injury scene—your heart races, and your instincts might tell you to dive right in to help. However, the first rule of thumb is safety. Before anything else, ensure that you,

your team, and anyone else present are safe from potential hazards. It's easy to get caught up in the moment, but remember that you can't help anyone if you become a victim yourself.

Once you're sure the scene is safe, provide any necessary aid to the injured. Health and well-being should always be the priority. Call for medical assistance if needed and make sure the injured parties receive appropriate care.

With safety and medical assistance underway, it's time to secure the scene. This involves preserving the integrity of the area to prevent tampering with evidence. Initiate the chain of custody for physical evidence—this means ensuring that any items found at the scene are properly documented, collected, and stored to maintain their integrity for further analysis.

## **Identifying Witnesses and Evidence**

Witnesses play a pivotal role in shedding light on what happened. Identify and gather information from witnesses as quickly as possible. But remember, witnesses might be in a state of shock, confusion, or distress, so handle the situation with care.



When identifying witnesses, it's crucial to separate them from one another. This prevents collusion or contamination of their accounts. With witnesses isolated, you can begin the interview process.

### Conducting Effective Witness Interviews

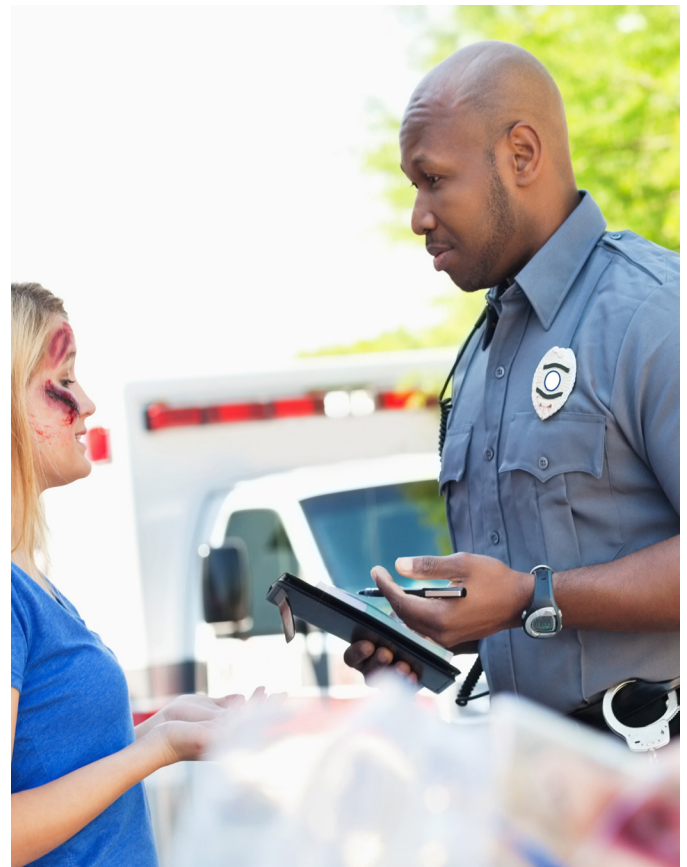
Witness interviews are the heart of any investigation. They provide insights into the sequence of events and help establish a timeline. Here are some key tips for conducting successful witness interviews:

1. **Promptness is Key:** Conduct interviews as soon as possible after the incident. Memories are freshest shortly after an event, reducing the risk of details being forgotten or distorted.
2. **Choose the Right Setting:** Find a private, quiet location for interviews. This minimizes distractions and allows witnesses to feel more at ease.
3. **Keep it Informal:** While the situation is serious, maintaining a relaxed and informal atmosphere can encourage witnesses to open up and share more freely.
4. **Treat Witnesses as Equals:** Show respect and empathy towards witnesses. Treating them as equals rather than suspects helps build trust.
5. **Ask Open-Ended Questions:** Instead of leading questions that suggest a certain answer, use open-ended questions that encourage witnesses to provide their own account of events.
6. **Listen Actively:** Be an attentive listener. Avoid interrupting, and don't jump to conclusions. Let witnesses share their perspectives without feeling rushed.
7. **Use Known Information:** Incorporate facts you already know into your questions. This helps verify the credibility of the witness and establishes a foundation for the conversation.
8. **Consider Interview Strategies:** Determine the order of interviews, identifying credible witnesses and those who can corroborate known facts. If the incident is technical, involving specialists could provide valuable insights.
9. **Respectful Conduct:** Sometimes, you might not be the best person to conduct an interview. Consider involving someone else if the situation demands it.

### The Power of Good Listening

Throughout the entire process, the power of good listening cannot be overstated. Listening attentively to witnesses allows you to gather accurate information, understand their perspectives, and identify any inconsistencies that might arise. Remember, the goal is to uncover the truth, not to place blame or jump to conclusions.

In conclusion, securing the incident scene and conducting witness interviews are essential components of any incident investigation. By prioritizing safety, gathering evidence, and approaching witnesses with empathy and respect, investigators can piece together the puzzle of what transpired. Remember that each situation is unique, so adapt these guidelines to fit the circumstances while maintaining a focus on obtaining accurate and valuable information.



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



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

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

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

**Fax:** 770-246-3149



# CONTACT LIST FORM

Date: .....

## ORGANIZATIONAL INFORMATION

ACCG

GMA

ADDRESS

CITY

STATE

ZIP CODE

COUNTRY

PHONE

E-MAIL

## CONTACT INFORMATION

PRIMARY CONTACT NAME

TITLE

ROLE

LOSS CONTROL

HEALTH & WELLNESS

EMAIL ADDRESS

PHONE NUMBER

ARE YOU THE SAFETY COORDINATOR

YES

NO

IF NO, PLEASE PROVIDE NAME & EMAIL

SECONDARY CONTACT NAME

TITLE

EMAIL ADDRESS

## MEMBER DISTRIBUTION LISTS & ACCESS

Select all that apply

SHARE Newsletter

LGRMS WEBSITE

LocalGov II

BrainShark

Other

FOR LGRMS OFFICE ONLY

Contact info has been added to:

Date Received: \_\_\_\_\_

Request Received by: \_\_\_\_\_

CAMPAIGN MONITOR
  IMIS
  EMAIL LIST
  BrainShark
  SHARE LIST

LIABILITY BEAT



## MERGING LAW ENFORCEMENT WITH RISK MANAGEMENT



by Natalie Sellers,  
Sr. LGRMS Law Enforcement Risk Consultant



With the law enforcement liability landscape of today, it is crucial for agency leadership to proactively identify, assess, and mitigate departmental risks. Taking a risk management approach can assist in overseeing problems before circumstances escalate into a significant loss event.

There are many critical tasks facing public safety officials in the aftermath of the drive for police reform. Integrating the duty to intercede into organizational culture, adopting reality-based training practices, providing mental health support for agency members, pursuing state or national accreditation, and identifying and managing the risks facing public safety organizations are just some of those issues.

Individually, they can be intimidating to take on, let alone addressing them together. However, failing to recognize how they are interconnected can lead to fragmentary or inadequate implementation. When examining some recent incidents within law enforcement, one can begin to recognize how all these tasks should be viewed together, as both individual sources of risk and for their collective importance in developing a systemic organizational solution.

It all starts with developing the ability to identify why things go wrong, because only then can we implement solutions that truly prevent problems from recurring.

All aspects of law enforcement are fraught with risks. These exposures grow in complexity and are subject to a veritable onslaught of litigation. Yet, you can turn the tide against the liability tsunami and shield your agency

by futureproofing it. Don't wait for a lawsuit to fix problems. Mitigate them by developing a top-down risk management approach.

Multifaceted agency operations require a multifaceted risk management approach. LGRMS will support you and your agency in developing comprehensive solutions. The first annual Law Enforcement Risk Management Summit will offer three courses that address high-risk agency operation exposure.

• **Supervisor Liability (6 hours) – Course Objectives:**

1. The 3 most important questions in supervisor liability.
2. Inspect what you expect—taking on the role of early detection and intervention.
3. Internal Affairs operations as an agency-wide undertaking.
4. Sources of liability in personnel management.
5. Making legally and ethically defensible hiring decisions.
6. Performance evaluations—Are they helping or hurting us?
7. Combating the diffusion of responsibility and the bystander effect as supervisors.
8. Officer discipline, termination, and the liabilities incurred by the failure to act.

• **Managing Liability Risk in Road Patrol and Jail Operations (6 hours) – Course Objectives:**

1. High-risk road patrol and jail operations.
2. Risk management approaches to audits, inspections, and corrective action.
3. Reducing operational exposure and optimizing

organizational success.

4. The confluence between policy, training, supervision, and corrective action.

- **How to Mitigate Agency Liability through Audits and Inspections (6 hours) – Course**

**Objectives:**

1. Topics to audit and inspect for early detection of minor problems.
2. Identify and handle “hot button” issues that could be indicative of underlying or developing issues.

3. Dealing with damaging incidents before they progress into risk management nightmares.

**Join us at the Georgia Public Safety Training Center Conference Bay on November 2nd, 2023, from 8:30 a.m. to 4:30 p.m. Don't delay, register today!!**

[https://members.gacities.com/GACities\\_Member\\_Site/Event\\_Display.aspx?EventKey=LERS110223](https://members.gacities.com/GACities_Member_Site/Event_Display.aspx?EventKey=LERS110223)







# TIME TO

# UPDATE!



by Chris Ryan  
Sr. LGRMS Risk Control Consultant

## New Federal Labor Law Poster Updates

Cities and Counties, there are some new 2023 federal labor law poster updates for employers to be aware of, with the latest news coming this week.

1. On June 14, 2023, the U.S. Equal Employment Opportunity Commission (EEOC) again updated its [new Know Your Rights: Workplace Discrimination is Illegal poster](#). It was previously updated in October 2022 — replacing the EEO is the Law poster — and is required for employers with 15 or more workers.

2. In April 2023, the U.S. Department of Labor (DOL) released a new [Fair Labor Standards Act \(FLSA\) Minimum Wage Poster](#). It must be displayed by employers with 50 or more workers.
3. The 2023 FLSA poster update includes changes as a result of the Provide Urgent Maternal Protections for Nursing Mothers Act (PUMP), which passed last year.

The right for nursing mothers to pump breast milk previously only applied to nonexempt workers. That reference has been removed from the FLSA poster. Also, the new poster makes clear that only narrow exceptions to the PUMP Act apply.

This section regarding the rights of expecting mothers to express breast milk is now called “Pump at Work.” The updates to the FLSA poster are mandatory and covered employers must display the new version.

Language under the revised [Pump at Work section](#) of the poster reads:

*The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child’s birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.*

4. The last change in the labor law posting will be effective 27 June 2023, the Pregnant Workers Fairness Act (PWFA)<sup>1</sup> is a new law that closes a gap in coverage under federal law for pregnant and postpartum workers and applicants. This new law guarantees the affirmative right to receive reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions absent an “undue hardship” on the employer. Under the PWFA, pregnant or postpartum employees and applicants seeking reasonable accommodations are no longer required to (1) have a pregnancy-related disability or (2) identify other similarly situated employees with accommodations, as was previously required under existing federal laws governing pregnancy-related discrimination.







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](mailto:cstepter@lgrms.com)

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



## OTHER REGIONAL TRAINING



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



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



# LIGHTNING PROTECTION



by Vincent Scott  
LGRMS Risk Control Consultant

Lightning protection is crucial for safeguarding structures and equipment from the damaging effects of lightning strikes. All occupants should avoid contact with conductive materials during thunderstorms and stay indoors. Here are some recommendations for effective lightning protection:

1. **Lightning Rods (Air Terminals):** Install lightning rods at the highest points of the structure. These rods provide a preferred path for lightning to strike, guiding it safely to the ground. Lightning rods should be made of a conductive material like copper or aluminum.
2. **Down Conductors:** Use down conductors to create a low-resistance path for the lightning current to travel from the lightning rods to the

grounding system. Down conductors should be as straight as possible and avoid sharp bends.

3. **Grounding System:** Establish a robust grounding system that can dissipate the lightning current safely into the ground. This includes grounding rods, grounding plates, or grounding grids. Ensure proper connection and low resistance to the earth.
4. **Surge Protection Devices (SPDs):** Install surge protection devices at critical points where electrical and electronic systems enter or exit the structure. This includes power lines, communication lines, data lines, and more. SPDs divert excess surge energy away from sensitive equipment.

5. **Equipotential Bonding:** Connect all metallic components of the structure to create an equipotential bonding network. This minimizes potential differences that could cause sparks or damage due to lightning currents.
6. **Lightning Risk Assessment:** Conduct a lightning risk assessment to identify areas of higher risk on the structure. This can help determine the placement of lightning rods, down conductors, and surge protection devices.
7. **Maintenance:** Regularly inspect and maintain the lightning protection system to ensure its effectiveness. Corrosion, physical damage, and degradation can reduce the system's performance.
8. **Compliance with Standards:** Follow recognized lightning protection standards such as NFPA 780, IEC 62305, or relevant local standards. These standards provide guidelines for designing and installing lightning protection systems.
9. **Professional Installation:** Lightning protection systems are complex and require expertise. Hire a qualified lightning protection specialist or engineer to design and install the system.

the specific needs and characteristics of the structure or equipment being protected.

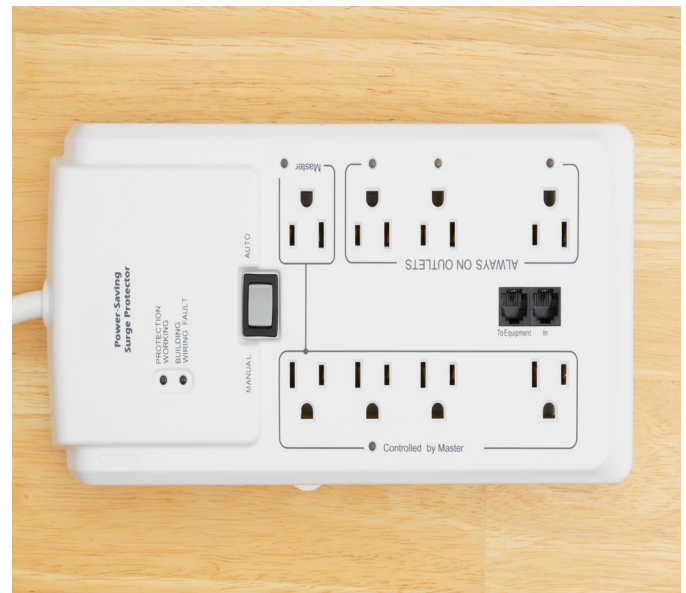
**LGRMS Recommendation:** Follow recognized lightning protection standards such as NFPA 780, IEC 62305, or relevant local standards to meet the specific needs of the structure or equipment being protected.

**Support Info:** Lightning protection is crucial for safeguarding structures and equipment from the damaging effects of lightning strikes.

**Category:** General Building

**Priority:** High

**LGRMS Dept:** Loss Control



Remember that no lightning protection system can provide 100% guarantee against lightning strikes, but a well-designed and properly installed system significantly reduces the risk of damage. It's also important to tailor the lightning protection system to

# NOTES FROM *the* ROAD

## Effingham County Safety Committee



by Vincent Scott  
LGRMS Risk Control Consultant

Local Government Risk Management Services (LGRMS) recommends that ACCG and GMA Insurance Program members have quarterly safety meetings within their organizations. We recognize that safety meetings can help reduce injuries and accidents in the workplace through employees discussing things they do well and not so well. These safety meetings can also be utilized to recognize employees that consistently maintain and exceed your organizations safety protocols, an incentive program can positively reinforce safety standards and policies. Many private companies provide employees with monetary bonuses rewarding employees for safe actions and periods of incident-free workdays, and incentives for reaching Safety Goals.

Recently I attended the Effingham County Quarterly Safety Committee meeting luncheon. During the

luncheon, all departments were represented, many with multiple committee members. They got an opportunity to meet their new Risk Management Technician, Ms. Libby Kessler. And I provided an overview of LGRMS, the importance of the County's Safety Committee, the Safety Incentive Discount, and Safety Grant opportunities.

Near the end of the meeting, the County's HR and Risk Department conducted drawings for an extra-hour of PTO and a gift card from the lunch vendor. All employees that completed quarterly safety training modules on the Safety National web platform were entered in the drawing for the extra-hour of PTO and Safety Committee members that conducted meetings with their departments were entered in the drawing for the gift card. Committee members were very enthusiastic about the rewards and the County is proud



of a safety program that works to build a positive safety culture.

Remember that the effectiveness of incentives depends on the preferences and motivations of your employees. Safety meetings are essential for promoting a culture of safety and preventing accidents or incidents in the workplace. To encourage active participation and

engagement in safety meetings, it's important to provide meaningful incentives that align with the goals of creating a safer work environment.



# NOTES FROM *the* ROAD

## Mounting and Dismounting Heavy Equipment



by Weston Cox  
LGRMS Risk Control Consultant

As I've traveled across South Georgia recently and reviewed losses, identified trends, and inspected vehicles/equipment, there are a few ergonomic trends that I have discovered to be on the rise. Specifically, these trends are related to entering and exiting equipment. I've reviewed multiple claims where employees are either slipping on the step rails entering equipment, jumping into the cab from ground level, or jumping out of the cab to exit the equipment that they are operating. These actions increase the risk for exposure to ergonomic issues as well as slip/trip/fall accidents.

In order to ensure that your employees know proper ways to enter/exit machinery, it may be necessary to host a basic heavy equipment training or possibly a safety meeting for your employees. Employees,

especially new hires, may observe and take notes during this training while a supervisor or trainer demonstrates how the proper techniques are put in place. It's very important to recognize these potential hazards and address them quickly with all departments, but especially at the public works, sanitation, and water utilities/wastewater departments where varieties of heavy equipment are used on a regular basis.



In addition, it's important to ensure that the equipment being operated has firm/undamaged seating for the operators to be seated within. Make necessary repairs or adjustments to step rails, handrails, or seats to ensure that no defects exist while the vehicle is in operation. If the equipment is old/outdated to the point where it is a functional hazard, it may be best to deem the equipment or vehicle inoperable and remove it from

the fleet so that newer equipment can be acquired. If it's not financially feasible to purchase new equipment, at least repair or refurbish the damaged items before they are put back into service. It's recommended that departments have a vehicle inspection checklist as well to note any interior or exterior defects that may cause long-term ergonomic issues or potentially cause an accident.





# September FUN WITH SAFETY

## Fun With Safety

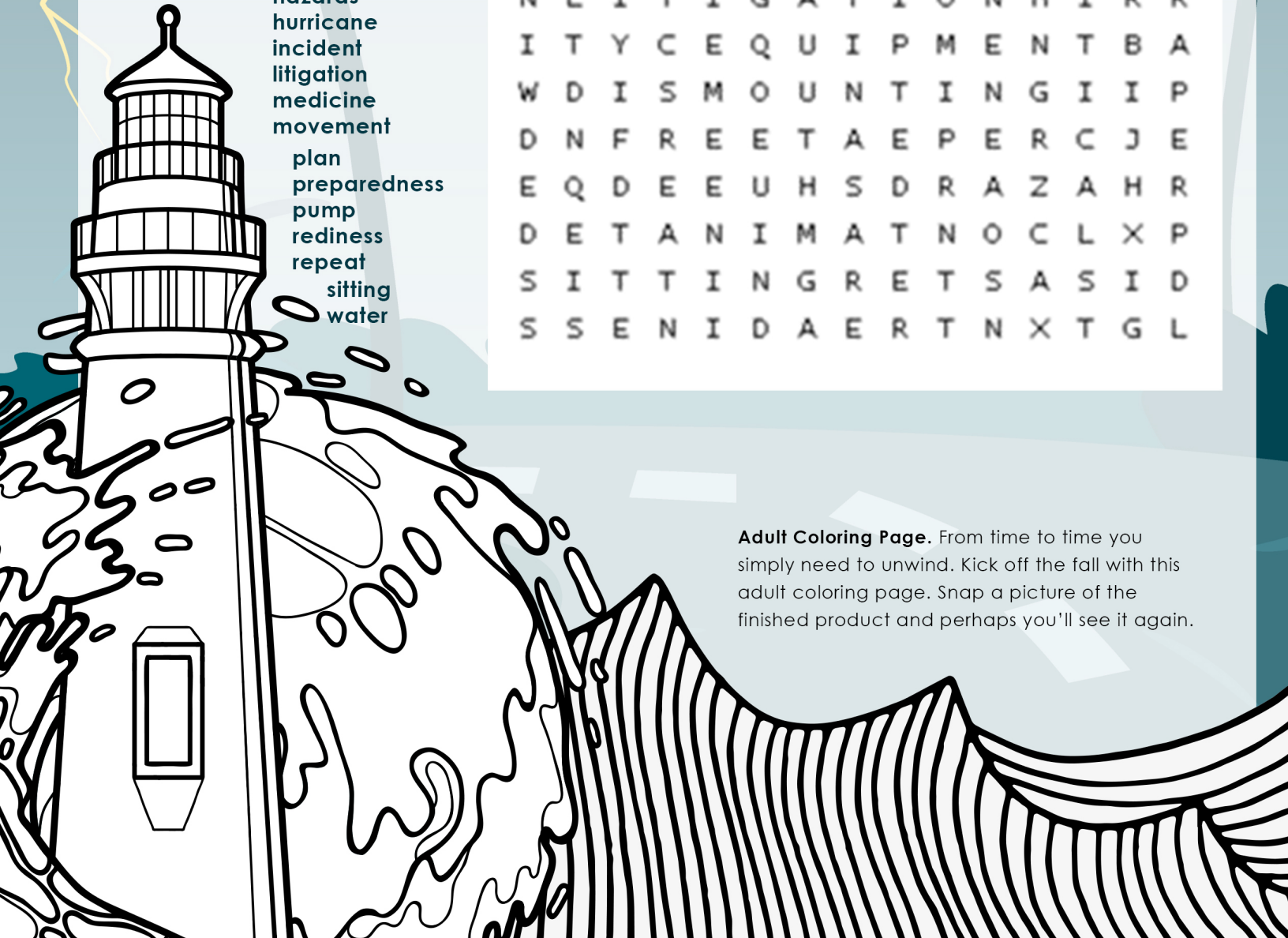
Who said safety can't be fun? Test your knowledge and see how much you have retained from the articles in this month's SHARE Newsletter. Solve each puzzle using words and clues scattered throughout the publication

**Word Search.** Use the list below to identify key words from this month's issue of the SHARE!

- contaminated
- critical
- debris
- disaster
- dismounting
- equipment
- free
- hazards
- hurricane
- incident
- litigation
- medicine
- movement
- plan
- preparedness
- pump
- rediness
- repeat
- sitting
- water

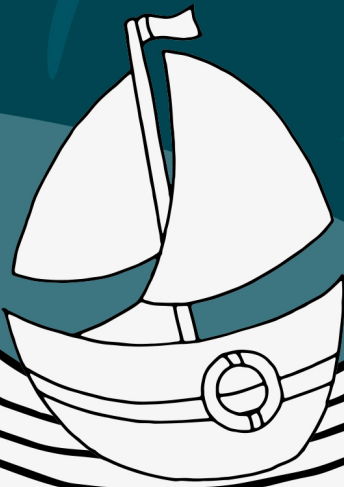
M	E	W	L	M	P	O	S	D	Z	S	R	D	J	D
T	O	H	A	U	I	K	N	E	W	P	W	D	D	S
N	P	V	M	T	U	O	U	B	D	E	V	E	L	S
E	A	P	E	A	E	H	U	R	R	I	C	A	N	E
D	S	L	T	M	I	R	M	I	D	M	P	G	J	N
I	L	R	P	G	E	E	D	S	A	Z	S	C	H	D
C	Y	V	A	L	D	N	Y	C	H	F	Z	R	V	E
N	L	I	T	I	G	A	T	I	O	N	H	I	R	R
I	T	Y	C	E	Q	U	I	P	M	E	N	T	B	A
W	D	I	S	M	O	U	N	T	I	N	G	I	I	P
D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

**Adult Coloring Page.** From time to time you simply need to unwind. Kick off the fall with this adult coloring page. Snap a picture of the finished product and perhaps you'll see it again.



# DID YOU KNOW...

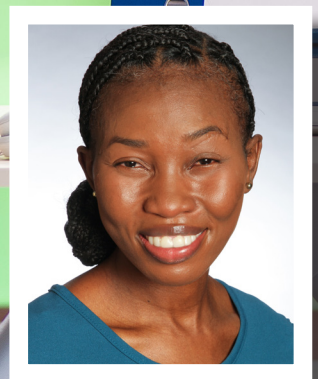
Hurricanes are the only weather disasters that have been given their own names.







# SIT STÁND, REPEAT



by Candace Amos  
Sr. LGRMS Health Promotion Consultant



# Sit, Stand, Repeat!

The health effects of prolonged sitting are out, and they're not good. Working at a computer, watching TV, or driving; we spend most of the day seated. Sitting for long periods of time can increase risk for diabetes, heart disease, and cancer. Our bodies are made for movement. Activity should be a natural part of our day. However, many struggle to make time in the day for activity. So, what's the answer?

If sitting is the “new smoking”, then standing must be the “new quitting”? Not exactly. Standing burns more calories than sitting, but prolonged standing has its drawbacks too. Workers who must stand all day can have low back pain and circulation issues. To minimize health risks, aim for a combination of both standing and sitting!

Dynamic movement appears to be the best solution for reducing risk from prolonged sitting and pain from standing.

## **SIMPLE STRATEGIES TO REDUCE SEDENTARY TIME INCLUDE:**

- Start by reducing sitting by 15 to 20 minutes a day, and then set weekly goals.
- Take 1 to 3 minute breaks every half hour to stand up, walk around, or just shift from standing to sitting and back.
- If available, try a sit/stand desk.



***Frequent micro breaks can do more than lower your health risks. They also improve your level of comfort, fight fatigue, increase performance, and lower the risk of injury.***

“Trust movement.” ~Alfred Adler

And there are many ways you can motivate employees to reduce sedentary time. 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 October 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 September 25th	<ul style="list-style-type: none"> <li>●Start planning for first week of October</li> <li>●Promote events on company's social media site and intranet sites</li> <li>●Employees may have medications, including liver health medicine, that are old, expired, unwanted, or unused; consider promoting National Prescription Drug Take Back Day on October 28, 2023</li> </ul>	<ul style="list-style-type: none"> <li>●<a href="#">National Liver Awareness Month</a></li> <li>●<a href="#">National Prescription Drug Take Back Day</a></li> </ul>
Week of October 2nd	<ul style="list-style-type: none"> <li>●Hang poster Progression of Liver Disease</li> <li>●Distribute fact sheet Progression of Liver Disease</li> <li>●Distribute fact sheet Liver Disease</li> </ul>	<ul style="list-style-type: none"> <li>●<a href="#">Poster – Progression of Liver Disease (ALF)</a></li> <li>●<a href="#">Fact Sheet – Progression of Liver Disease (ALF)</a></li> <li>●<a href="#">Fact Sheet – Liver Disease (ALF)</a></li> </ul>
Week of October 9th	<ul style="list-style-type: none"> <li>●Distribute online quiz Liver Health</li> <li>●Distribute fact sheet Non-Alcoholic Fatty Liver Disease</li> <li>●Distribute fact sheet Alcohol-Associated Liver Disease</li> </ul>	<ul style="list-style-type: none"> <li>●<a href="#">Online Quiz - Liver Health (ALF)</a></li> <li>●<a href="#">Fact Sheet – Non-Alcoholic Fatty Liver Disease (ALF)</a></li> <li>●<a href="#">Fact Sheet – Alcohol-Associated Liver Disease (ALF)</a></li> </ul>
Week of October 16th	<ul style="list-style-type: none"> <li>●<i>Hang poster Cirrhosis</i></li> <li>●<i>Distribute fact sheet Cirrhosis</i></li> <li>●<i>Distribute flyer Cirrhosis: Prevent Liver Damage</i></li> <li>●<i>Promote National Prescription Drug Take Back Day on October 28th using linked resources</i></li> </ul>	<ul style="list-style-type: none"> <li>●<a href="#">Poster – Cirrhosis (ALF)</a></li> <li>●<a href="#">Fact Sheet – Cirrhosis (ALF)</a></li> <li>●<a href="#">Flyer – Cirrhosis: Prevent Liver Damage (ALF)</a></li> <li>●<a href="#">Resources – National Rx Drug Take Back Day: Posters, Pamphlets, Billboards, Ads, Banners, Etc.</a></li> </ul>
Week of October 23rd	<ul style="list-style-type: none"> <li>●<i>Distribute fact sheet Liver Cancer</i></li> <li>●<i>Distribute national helpline American Liver Foundation</i></li> <li>●<i>Promote National Prescription Drug Take Back Day on October 28th using linked resources</i></li> </ul>	<ul style="list-style-type: none"> <li>●<a href="#">Fact Sheet – Liver Cancer (ALF)</a></li> <li>●<a href="#">National Helpline – American Liver Foundation (ALF)</a></li> <li>●<a href="#">Resources – National Rx Drug Take Back Day: Posters, Pamphlets, Billboards, Ads, Banners, Etc.</a></li> </ul>
Week of October 30th	<ul style="list-style-type: none"> <li>●<i>Distribute fact sheet Diet and Liver Health</i></li> <li>●<i>Distribute healthy recipes Presented by ALF Flavors Council</i></li> <li>●<i>Distribute brochure Liver Wellness</i></li> </ul>	<ul style="list-style-type: none"> <li>●<a href="#">Fact Sheet – Diet and Liver Health (ALF)</a></li> <li>●<a href="#">Healthy Recipes – Presented by ALF Flavors Council (ALF)</a></li> <li>●<a href="#">Brochure – Liver Wellness (ALF)</a></li> </ul>



# FUN WITH RECIPES

## SUPER EASY, HEALTHY BAKED FRUIT DESSERT

### INGREDIENTS:

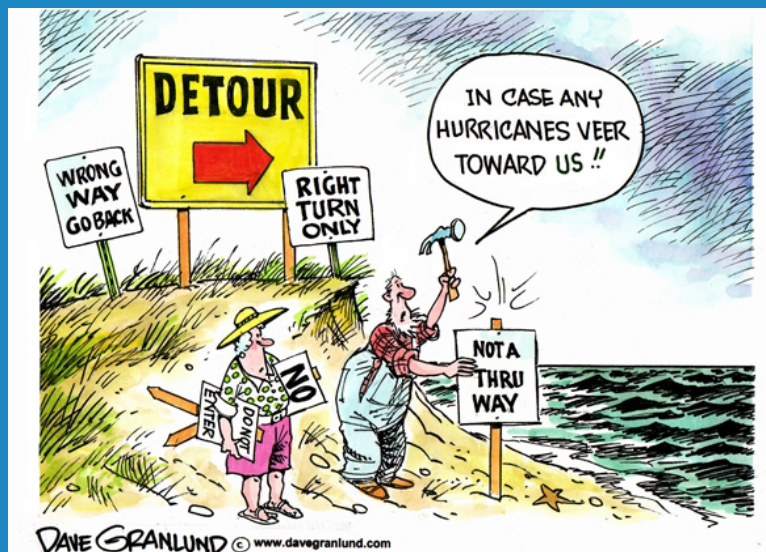
Apples | Strawberries | Raspberries | Blackberries |  
Lemon Juice | Maple Syrup | Cinnamon | Greek Yogurt



- 2 Small apples sliced
- 1 Cup sliced strawberries
- 1 Cup raspberries
- 1 Cup blackberries
- 2 Tablespoons fresh lemon juice
- 1 Teaspoon maple syrup
- 1 Teaspoon ground cinnamon
- 1 Cup Greek yogurt

Preheat oven to 350°F and prepare a baking dish with non-stick cooking spray. Toss all fruit in lemon juice, maple syrup, and cinnamon. Bake for 25-30 minutes. Enjoy after cooling and top with yogurt.

# FUN WITH SAFETY CARTOONS



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# SHARE

SEPTEMBER 2023  
ISSUE #27

**SAFETY THEME**

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

A dramatic photograph of a coastline. In the foreground, turbulent waves with white foam are crashing. In the middle ground, a dark, rocky cliff face is visible, with waves crashing against its base. The sky is filled with heavy, dark, grey clouds, suggesting an approaching storm. The overall mood is one of power and potential danger.

# DISASTER READINESS



Hurricane Idalia reminds us all that regardless of forecasts, weather can change from bad to worse very quickly, stranding people from home and work. It is smart to take personal responsibility and plan ahead for these events. As employers, we need to think about the impact and consequences of travel for our employees. This includes employee safety and their legitimate concern for their family's safety. It is worth taking some time before hurricane season is over and before winter and spring hazardous weather hits – to review both our workplace emergency plans and our individual and family emergency plans. The following is a summary for preparedness from the ready.gov site. Please visit the site for more details.

**Preparing for Severe Weather.** Build an Emergency Supply Kit, which includes items like non-perishable food, water, a battery-powered or hand-crank radio, extra flashlights, and batteries. You may want to prepare a portable kit and keep it in your car in case you are told to evacuate. This kit should also include a pair of goggles and disposable breathing masks for each member of the family.

**Make a Family Emergency Plan.** Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together, and what you will do in case of an emergency. Continually check the media. Be aware of storm's which could affect your area. Know how you will be warned in an emergency (NOAA weather radios with a tone alert are a good option).

**Know if you live or work in a flood prone area.**

Check with your local emergency management for details. Know where to shelter (in basement, interior room, hall, bathroom, closet) if conditions call for it and where shelters in your area are located.

**Ensure your home is ready.** Elevate items in the basement which could be flooded. Bring in outdoor items such as children's toys, patio furniture, garbage cans, which could be blown around and damaged. Remove dead or rotting trees and branches that could fall and cause injury or damage. Know how to shut off utilities, including power, water, and gas, to your home. Have proper tools ready and nearby. Find out what types of events and kinds of damages are covered by your insurance policy. Keep insurance policies, important documents, and other valuables in a safe and secure location. Keep fire extinguishers on hand and make sure everyone knows how to use them.

**During severe weather, keep an eye on the sky.** Look for darkening skies, flashes of light, or increasing wind. Listen for the sound of thunder. If you can hear thunder, you are close enough to be struck by lightning. Blowing debris or the sound of an approaching tornado may alert you. Tornado danger signs included dark, almost greenish sky; large hail; and a large, dark, low-lying cloud or a loud roar, similar to a freight train. Heed shelter or evacuation requests made by officials or announcements on radio/television.



**Gather family members, bring pets indoors, and have your emergency supply kit ready.** Close outside doors and window blinds, shades, or curtains. Stay away from doors, windows, and exterior walls. Stay in the shelter location until the danger has passed.

During lightning, do not use wired telephones, touch electrical appliances, or use running water. Cordless or cellular telephones are safe to use. Remember the 30/30 Lightning Safety Rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder. If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood. Do not walk through flowing water. Drowning is the number one cause of flood deaths. Six inches of swiftly moving water can knock you off your feet. Stay indoors and limit travel to only necessary trips. Listen to radio/television for updates.

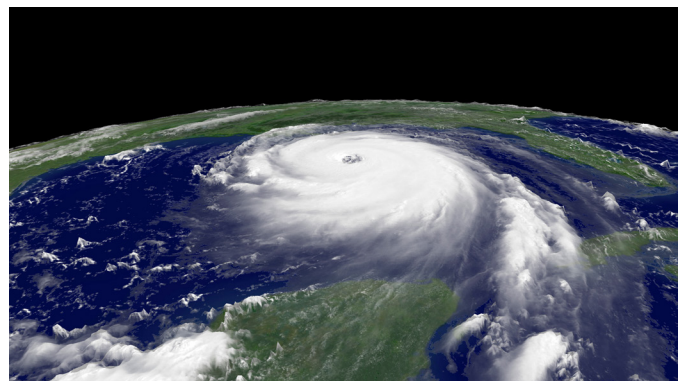
After severe weather, stay off roads to allow emergency crews to clear roads and provide emergency assistance. Help injured or trapped persons. Do not try to move seriously injured persons unless they are in immediate danger of death or further injury. Use the telephone only for emergencies.

Use care around downed power lines. Assume a downed wire is a live wire. Report to emergency authorities. Watch out for overhead hazards such

as broken tree limbs, wires, and other debris. Be cautious walking around. Be aware of children playing outdoors, and in the streets, particularly climbing on or running around downed trees and wires. Parents should remind their children to stay away from these hazards.

**Avoid walking into flood waters.** The water may be contaminated by oil, gasoline, or raw sewerage, or contain downed power lines or animals. Look for hazards such as broken/leaking gas lines, damaged sewage systems, flooded electrical circuits, submerged appliances, and structural damage. Leave the area if you smell gas or chemical fumes. Clean everything that gets wet. For food, medicines, and cosmetics; when in doubt, throw it out.

**Make sure backup generators are well ventilated.** Never use grills, generators, or camping stoves indoors. Listen to media reports and/or local authorities about whether your community water supply is safe to drink and other instructions. Make sure gutters and drains are clear for future rain/flood events. And take photographs/videos of damage as soon as possible.





LGRMS  
RISK CONTROL  
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# SAFETY THEME POSTER

SEPTEMBER 2023  
ISSUE #27

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



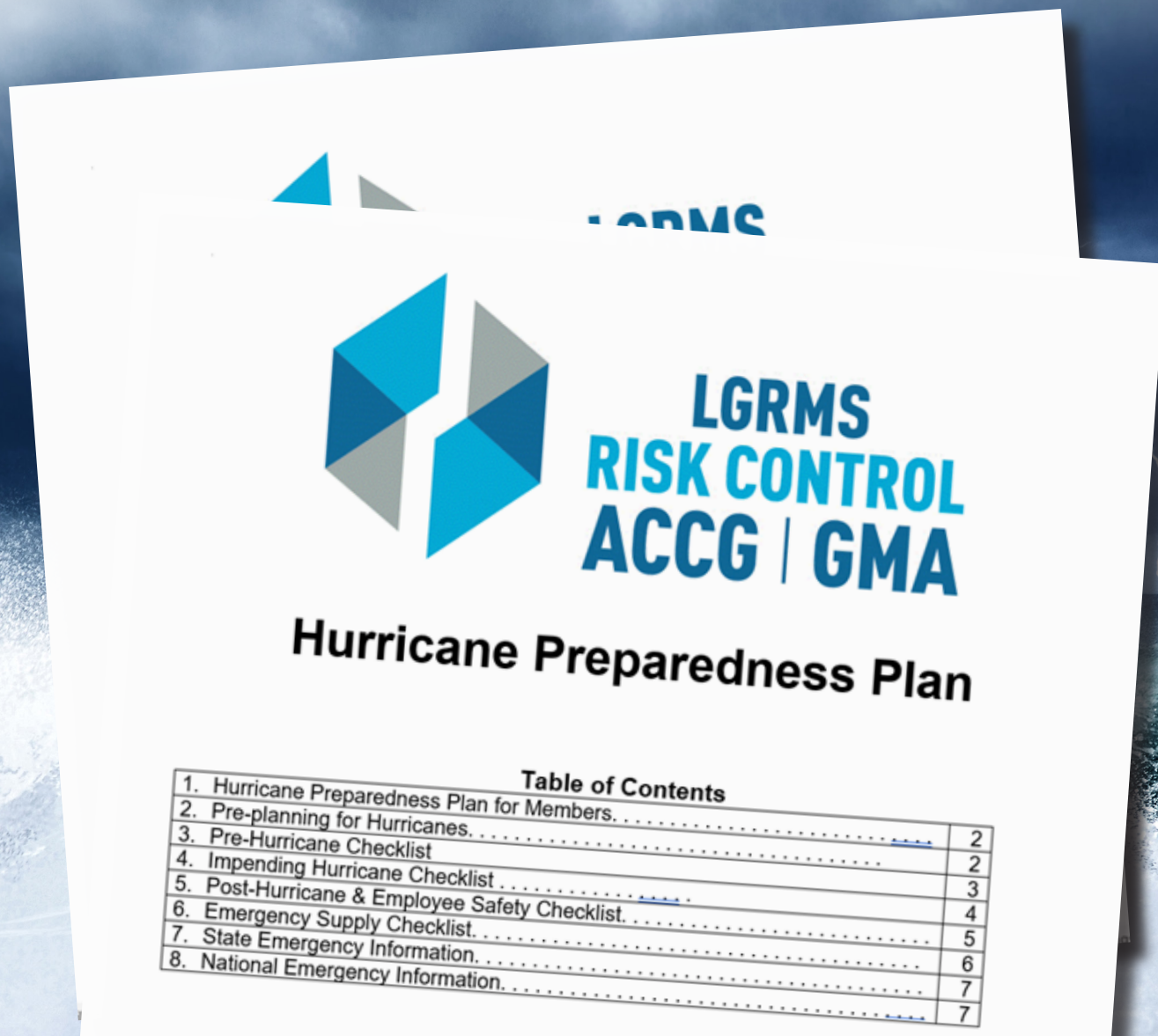
# STAY PREPARED!

Weather can change from bad to worse very quickly; stay aware during inclement weather.



# PREPARING FOR HURRICANE SEASON

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





# General Self Inspection Program

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

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

## General Evaluation

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

## 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**

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

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

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### **Employee Safety**

#### **Safety Meetings**

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

#### **Safety Rules**

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

#### **Work Conditions**

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

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

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

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

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### **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

SEPTEMBER 2023 - ISSUE 27.0

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

VISIT THE  
LGRMS  
WEBSITE

For more information.

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