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Advancing Georgia's Counties



GEORGIA  
MUNICIPAL  
ASSOCIATION

March 2017

Local Government Risk Management Services, Inc.

# Safety Theme

A Service Organization of the Association County Commissioners of Georgia and the Georgia Municipal Association

The Safety Theme program is designed to help you get an important safety message across to all employees in a simple-to-use format that can be completed each month.

## Monthly Theme Poster

Make copies, and post them wherever you will get the most impact.

## Safety Theme Article

The article expands on the poster message for the month. Make copies and hand them out to each meeting participant.

## Participant Sign-In Sheet

Use the sign-in sheet to document your safety training.

## Suggested Agenda for the Monthly Safety Meeting

- Assemble the participants.
- Hand out copies of the article and pass around the sign-in sheet.
- Read the Safety Theme aloud.
- Discuss aspects of the theme relevant to the department, with examples. Ask for ideas and encourage participation.



Photo: Los Angeles Personal Injury Attorney

## Training Calendar

### Health Promotion Champion

September 20	Tifton, Tift County
September 21	Statesboro, Bulloch County
September 26	Macon, Bibb County
September 27	Cartersville, Bartow County
September 28	Gainesville, Hall County

### Health Promotion Leader II

March 21	Tifton, Tift County
March 22	Statesboro, Bulloch County
March 23	Macon, Bibb County
March 28	Cartersville, Bartow County
March 29	Gainesville, Hall County

### Personnel Liability Seminar

April 18	Cornelia, Habersham County
May 3	Cartersville, Bartow County
May 25	Macon, Bibb County
June 6	Tifton, Tift County
June 15	Statesboro, Bulloch County

### Work Zone Safety

April 27	Cartersville, Bartow County
May 11	Macon, Bibb County
May 23	Statesboro, Bulloch County
June 8	Tifton, Tift County

# Safety Bulletin

## Slips, Trips, Falls...



***Small Changes Make  
A Big Difference***

# The Dangers of Slips, Trips, and Falls

Falls are one of the leading causes of unintentional injuries in the United States. In 2014 these falls caused 32,000 deaths (NSC Injury Facts).

Most people have a friend or relative who has fallen, or maybe you've fallen yourself. Falls are the second-leading cause of unintentional death in homes and communities. The risk of falling and fall-related problems rises with age and is a serious issue in homes and communities.

Local governments are not immune to slips, trips, and falls. These account for a large number of workers comp claims every year.

## Fall Prevention Tips

- Clean up all spills immediately.
- Stay off freshly mopped floors.
- Secure electrical and phone cords out of traffic areas.
- Remove small throw rugs or use non-skid mats to keep them from slipping.
- Keep frequently used items in easily reachable areas.
- Wear shoes with good support and slip-resistant soles.
- Arrange furniture to provide open walking pathways.
- Keep drawers and cabinet doors closed at all times.
- Install handrails on all staircases on both sides.
- Remove tripping hazards (paper, boxes, books, clothes, toys, shoes) from stairs and walkways.
- If you have young children, install gates at the top and bottom of stairs. Unlatch the gates in order to pass – don't climb over them.
- Ensure adequate lighting both indoors and outdoors.
- Remove debris from exterior walkways.
- Adjust gutter downspouts to direct water away from pathways.



- Periodically check the condition of walkways and steps, and repair damages immediately.
- Never stand on a chair, table, or other surface on wheels.

## Ladder Safety

- Place the base on a firm, solid surface.
- Always keep at least three points of contact with the ladder (two hands and one foot or two feet and one hand).
- A straight or extension ladder should be placed *one foot away* from the surface it rests against for every *four feet* of ladder height.
- When you climb, always face the ladder and grip the rungs, not the side rails.
- Climb down a ladder one rung at a time.
- Do not climb with tools in hand – use a tool belt.
- Keep your body between the ladder side rails when climbing.
- Do not lean or overreach; reposition the ladder closer to the work instead.
- Tie down a ladder when using it outdoors and do not use it in windy or inclement weather.





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# *Slips, Trips, Falls*

*Safety Theme*