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The Risk Connection is a publication of Local Government Risk Management Services, Inc., a service organization of the Association County Commissioners of Georgia and the Georgia Municipal Association, whose purpose is to educate and inform cities and counties about loss control methods and risk management.

The opinions expressed in this publication are those of the authors and are not necessarily those of the ACCG or GMA, and further, are not intended to provide specific legal advice. Readers should seek legal advice on specific concerns from their own legal advisors. Any questions or comments should be directed to: *Dennis Watts, Editor, 3500 Parkway Lane, Suite 110, Norcross, Georgia 30092, 678.686.6284, dwatts@gmanet.com.*

**Weather and Other
Emergencies: Don't
Forget To Plan**

September is National Preparedness Month. Every month should be "Preparedness Month" – each month and season has its own unique set of potential emergencies to be prepared for. We need to remember the impact of the last several years of severe weather and the resulting weather-related issues that can affect thousands caught on the roads or in homes without power, transportation, water, and the other necessities of normal life.

If you have ever worried about family members stranded on the road, or frantically worried about the safety of your children or a loved one, you know what I mean. Texas has just experienced Hurricane Harvey with its destructive power; now the Caribbean, Florida, Georgia, and the Carolinas have faced Hurricane Irma, with another hurricane following behind.

Power outages, downed trees, flooding, and unsafe roads are just a few of the dangers all of us have faced. Regardless of the best plans, it is imperative

that individuals take responsibility and prepare for emergencies in partnership with their local governments. The FEMA website has more detail on all aspects of emergency management and planning. Many local emergency management agencies also have significant resources for emergency planning. For more information, visit www.fema.gov.

A report after our terrible winter storm a few years ago rated Georgia as not prepared for emergencies, particularly where children are concerned. Since then, we – as a state and as communities – have gotten much better. Being prepared is not just a federal, state, or local government function: it is a whole community function. The whole community includes individuals and families, businesses, faith-based and community organizations, nonprofits,



Credit: NASA/GOES

A SERVICE ORGANIZATION OF THE GEORGIA MUNICIPAL ASSOCIATION
AND THE ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA

schools, media, and all levels of government. For example, schools cannot make proper emergency plans for your children if you as parents don't give them up to date contact information.

Involving the whole community means letting our citizens become involved in local and national preparedness objectives. It also means that roles and responsibilities are clearly articulated and then communicated to all. Here are a few considerations for both local governments and individuals.

Emergency Planning Considerations

Have a communications plan.

Your plan must include both employee and family contact information. How do we communicate when the cell towers are down or overwhelmed?

Evaluate critical needs. Who absolutely needs to be on the job? How do they get to the job? How do you sustain them? Which local government vehicles are road capable for the emergency? Are your operators trained in driving in adverse conditions? What infrastructure or technology needs to be active, and what can you do without? What are the priorities?

Coordinate with community partners and adjacent local governments. This includes hospitals, elder care locations, schools, and non-governmental organizations that also respond.

Build disaster supply kits for vehicles, offices, and facilities that provide for basic food, water, and other supplies (flashlights, blankets, etc.).

Have a business continuity plan for during and post-emergency.

What training can you do now that could help? Injury prevention and awareness! Driving considerations! Dangers of downed powerlines and weakened trees!

Test and evaluate your plans. Will the plans do what we think they will do?



Credit: NASA/GOES

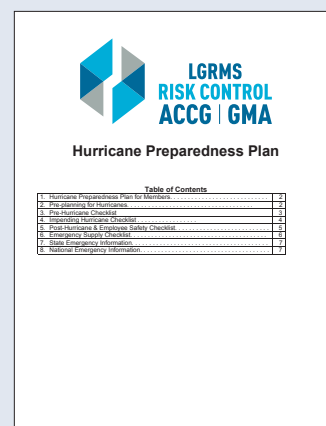
If you already have a plan, review and update. If you do not have a plan, now is the time to create one.

Emergency planning is a continuous process. We tend to become complacent when no emergency exists. The longer between events, the more we lose our edge; our earlier, well-thought-out plans lapse. A few winters ago, we were caught by surprise and unprepared. This year we did better. Let us continue to keep our guard up.

LGRMS Model Hurricane Plan

LGRMS has prepared a model hurricane plan for the use of our members. If you would like a copy, head to our website at www.lgrms.com to download it.

Contact your LGRMS field representative for assistance customizing your own plan.



Be Red Cross Ready

Hurricane Safety Checklist

Hurricanes are strong storms that cause life- and property-threatening hazards such as flooding, storm surge, high winds and tornadoes.

Preparation is the best protection against the dangers of a hurricane.

Know the Difference

Hurricane Watch—Hurricane conditions are a threat within 48 hours. Review your hurricane plans, keep informed and be ready to act if a warning is issued.

Hurricane Warning—Hurricane conditions are expected within 36 hours. Complete your storm preparations and leave the area if directed to do so by authorities.

What should I do?



- Listen to a NOAA Weather Radio for critical information from the National Weather Service (NWS).
- Check your disaster supplies and replace or restock as needed.
- Bring in anything that can be picked up by the wind (bicycles, lawn furniture).
- Close windows, doors and hurricane shutters. If you do not have hurricane shutters, close and board up all windows and doors with plywood.
- Turn the refrigerator and freezer to the coldest setting and keep them closed as much as possible so that food will last longer if the power goes out.
- Turn off propane tanks and unplug small appliances.
- Fill your car's gas tank.
- Talk with members of your household and create an evacuation plan. Planning and practicing your evacuation plan minimizes confusion and fear during the event.
- Learn about your community's hurricane response plan. Plan routes to local shelters, register family members with special medical needs as required and make plans for your pets to be cared for.
- Evacuate if advised by authorities. Be careful to avoid flooded roads and washed out bridges.
- Because standard homeowners insurance doesn't cover flooding, it's important to have protection from the floods associated with hurricanes, tropical storms, heavy rains and other conditions that impact the U.S. For more information on flood insurance, please visit the National Flood Insurance Program Web site at www.FloodSmart.gov.

What supplies do I need?



- Water—at least a 3-day supply; one gallon per person per day
- Food—at least a 3-day supply of non-perishable, easy-to-prepare food
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit
- Medications (7-day supply) and medical items (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Cell phone with chargers
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Map(s) of the area
- Baby supplies (bottles, formula, baby food, diapers)
- Pet supplies (collar, leash, ID, food, carrier, bowl)
- Tools/supplies for securing your home
- Extra set of car keys and house keys
- Extra clothing, hat and sturdy shoes
- Rain gear
- Insect repellent and sunscreen
- Camera for photos of damage

What do I do after a hurricane?



- Continue listening to a NOAA Weather Radio or the local news for the latest updates.
- Stay alert for extended rainfall and subsequent flooding even after the hurricane or tropical storm has ended.
- If you evacuated, return home only when officials say it is safe.
- Drive only if necessary and avoid flooded roads and washed-out bridges.
- Keep away from loose or dangling power lines and report them immediately to the power company.
- Stay out of any building that has water around it.
- Inspect your home for damage. Take pictures of damage, both of the building and its contents, for insurance purposes.
- Use flashlights in the dark. Do NOT use candles.
- Avoid drinking or preparing food with tap water until you are sure it's not contaminated.
- Check refrigerated food for spoilage. If in doubt, throw it out.
- Wear protective clothing and be cautious when cleaning up to avoid injury.
- Watch animals closely and keep them under your direct control.
- Use the telephone only for emergency calls.

Let Your Family Know You're Safe

If your community has experienced a hurricane, or any disaster, register on the American Red Cross Safe and Well Web site available through RedCross.org/SafeandWell to let your family and friends know about your welfare. If you don't have Internet access, call **1-866-GET-INFO** to register yourself and your family.



For more information on disaster and emergency preparedness, visit RedCross.org.

Recognizing Hidden Dangers: 25 Steps to a Safer Office

From National Safety Council, *Safety and Health Magazine*
By Lauretta Claussen

It's fairly obvious that safety and health hazards can exist on worksites filled with heavy machinery and equipment, where employees often are required to engage in strenuous manual labor.

A job where most of the work tasks are completed while sitting in a chair in a climate-controlled office building would seem less fraught with danger. However, a surprising number of hazards can be present in an office setting.

According to data from the Bureau of Labor Statistics, 80,410 private-industry office and administrative workers suffered on-the-job injuries in 2008. Many of these injuries could have been prevented if workers or supervisors had recognized the risks and implemented simple workplace modifications to help mitigate them.

Here are twenty-five steps you can take to reduce the risk of injury among your office staff.

Falls

Slips, trips and falls, the most common type of office injury, sidelined 25,790 workers in 2008, according to BLS. The National Safety Council says employees are 2.5 times more likely to suffer a disabling fall in an office setting than anywhere else. Several hazards contribute to these injuries, although most can be significantly reduced, often by raising awareness among employees.

1. Stay Clutter Free

Boxes, files and various items piled in walkways can create a tripping hazard, according to OSHA. Be certain that all materials are safely stored in their proper location to prevent buildup of clutter in walkways. Further, in addition to posing an electrical hazard, stretching cords across walkways or under rugs creates a tripping hazard, so ensure all cords are properly secured and covered.

2. Step On Up

Standing on chairs – particularly rolling office chairs – is a significant fall hazard. Workers who need to reach something at an elevated height should use a stepladder. The Chicago-based American Ladder Institute cautions that stepladders must be fully opened and placed on

level, firm ground. Workers should never climb higher than the step indicated as the highest safe standing level.

3. Maintain A Clear Line Of Vision

Workers can collide when making turns in the hallways and around blind corners or cubicle walls. The National Safety Council suggests installing convex mirrors at intersections to help reduce collisions. If workers can see who is coming around the corner, collisions are less likely to occur.

4. Get a Grip

Carpeting and other skid-resistant surfaces can serve to reduce falls. Marble or tile can become very slippery – particularly when wet, according to the National Safety Council. Placing carpets down can be especially helpful at entranceways, where workers are likely to be coming in with shoes wet from rain or snow.

Struck/Caught By

Another major type of injury in the office setting comes from workers being struck by or caught by an object. Incidents of this nature accounted for 15,680 injuries in 2008, according to BLS.

5. Shut the Drawer

File cabinets with too many fully extended drawers could tip over if they are not secured, the council warns. Additionally, open drawers on desks and file cabinets pose a tripping hazard, so be sure to always completely close drawers when not in use.

6. Safe Stacking

According to the Office of Compliance, which oversees the safety of U.S. congressional workers, proper storage of heavy items can help reduce the number of office injuries. Large stacks of materials and heavy equipment can cause major injuries if they are knocked over. OOC recommends storing heavy objects close to the floor, and warns that the load capacity of shelves or storage units should never be exceeded.

Ergonomics Injuries

Perhaps the most prevalent injuries in an office setting are related to ergonomics. Because office workers spend the bulk of their day seated at a desk and working on a computer, they are prone to strains and other injuries related to posture and repetitive movement. Ergonomics hazards can be difficult to detect. "Most office conditions that can be described as hazardous from an

ergonomics perspective would appear quite innocuous to the everyday observer,” said Marc Turina, principal consultant for ErgoSmart Consultants in McKees Rocks, PA.

7. Provide Adjustable Equipment

One size does not fit all in an office workstation. “Adjustability is the key,” Turina said. “Chairs, work surfaces, monitor stands, etc., should all be adjustable in order to accommodate the widest range of employees.” He recommended presenting a variety of options to employees. Although employers may be reluctant to pay for expensive ergonomic equipment, experts insist the equipment is a wise investment. “A good keyboard tray may retail around \$300; a good chair may retail around \$500 to \$700,” said Sonia Paquette, professional ergonomist and doctor of occupational therapy. She points out that the cost of the health claims that stem from not having these devices is much higher. “Some of these hard claims cost many tens of thousands of dollars just of medical treatment, let alone cost of replacement, absenteeism, loss of work production, etc.”

8. Train Workers on How to Use Equipment

Providing adjustable furniture and equipment is only the first step in creating an ergonomically sound workstation. “A big issue that I have encountered a lot lately is employee inability to properly adjust their own office chairs,” Turina said. “Many times, employers can invest \$500 in an excellent adjustable chair, but employees still experience a bad workstation fit.” The problem often is twofold: Workers do not know how to adjust their equipment, and they do not know the most ergonomically beneficial way to set up their workstation. Train workers on both the ideal setup and how to operate adjustable equipment accordingly.

9. Keep Your Feet on the Floor

One of the first questions Paquette asks workers is whether their feet touch the floor when seated at their desk. “It sounds like an incredibly simple question,” she said, “but very often workers have their keyboard tray on the desktop, so in order to reach it, they need to jack up their chair so high that their feet can barely touch the floor.” She added that unless an employee’s feet are on the floor, a chair will not be able to reduce pain and discomfort. She recommended options such as adjustable keyboard trays or rolling tables adjusted to the proper height to eliminate this problem. Although footrests are a “second-best option,” their small surface may impede some of the worker’s movement.



10. Provide Document Holders

Frequently typing from hard copy can lead to neck strain if a worker is forced to repeatedly look down to the desk and back to the computer screen. Turina recommends providing document holders to reduce this strain. “These document holders are reasonably priced, and eliminate excessive cervical motion and help to prevent muscle imbalances,” he said. Document holders also are good for the eyes, according to the St. Louis-based American Optometric Association. Keeping reference materials close to the monitor reduces the need for your eyes to change focus as you look from the document to the monitor.

11. Correct Mouse Placement

Paquette often sees workstations where the computer keyboard is on a tray, but the mouse remains on the desk. “That spells disaster for the neck and shoulder on the side of that mouse,” she said. She recommends that the mouse always be placed beside the keyboard.

Vision Problems

Although looking at a computer monitor cannot damage your eyes, spending a large portion of your workday at the computer can cause eyestrain, according to Chicago-based Prevent Blindness America. Eyes can become dry and irritated, and workers may begin having trouble focusing. A few work area adjustments can help alleviate some of these issues.

12. Dim the Lights and Use Task Lamps

Florescent lights in office buildings often are too bright for optimal vision. According to the American Optometric Association, light that is at about half-normal office levels is preferred. This can be achieved by removing some bulbs from overhead fixtures. If more

light is needed for a particular task, the British Columbia Public Service Employee Relations Commission recommends providing individual task lamps rather than increasing overall lighting. The commission cautions that lightbulbs in task lamps should be fully recessed to avoid the creation of a bright spot in the worker's line of vision.

13. Correctly Position Monitors

Prevent Blindness America recommends workers place their computer monitors slightly below eye level and 20-26 inches from their eyes. Screens that can tilt or swivel are especially beneficial. "Your eyes' resting position is a few degrees below the horizon when you're looking straight ahead," Paquette said.

14. Minimize Screen Glare

The American Optometric Association points to screen glare as a major cause of eyestrain in the office. To minimize strain, avoid positioning monitors opposite open windows, or be sure to always close shades or blinds. A glare reduction filter also can be used.

15. Wear the Right Glasses

Workers should tell their eye doctor if they spend a large portion of the day working on the computer, the association recommends. The doctor can check the efficiency of vision at 20-30 inches – the typical distance a computer monitor should be placed. Glasses are available for computer use that allow the wearer to see the full monitor without having to excessively strain the neck.

16. Increase Font Size on Computer

Small font sizes on the computer can strain both your vision and your neck, as workers tend to pull the head forward to view smaller print. A simple adjustment to the font size on the computer screen can eliminate the need for this. "In many software programs, you can use the CTRL-scroll up or down or CTRL+ or CTRL- to increase or reduce the size of the page you are looking at," Paquette said.

17. Take a break

Giving your eyes a rest and allowing them to focus on things at varying distances can help reduce strain and fatigue. OSHA recommends workers take a 10-minute break for every hour spent on the computer. These breaks can include working on tasks that require your eyes to focus on objects at a further range.



18. Maintain Cords in Good Repair

According to the Office of Compliance, damaged and ungrounded power cords pose a serious fire hazard and violate safety codes. Cords should be inspected regularly for wear and taken out of service if they are frayed or have exposed wire. Further, cords should never be used if the third prong has been damaged or removed. Make sure cords are not overloading outlets. The most common causes of fires started by extension cords are improper use and overloading. Extension cords should be approved by a certifying laboratory such as Underwriters Laboratories, and only used temporarily to connect one device at a time.

19. Inspect Space Heaters

If employees use space heaters, verify the devices are approved for commercial use and have a switch that automatically shuts off the heater if the heater is tipped over, the Office of Compliance suggests. Further, make sure space heaters are not powered through an extension cord or placed near combustible materials such as paper.

20. Never Block Fire Sprinklers

Furniture and tall stacks of materials can block the range of fire sprinklers, reducing their effectiveness in the event of an emergency. Objects should never be placed higher than 18 inches below sprinkler heads to allow a full range of coverage, according to the Office of Compliance.

21. Do Not Block Escape Routes or Prop Open Fire Doors

Items never should be stored along an emergency exit route. These paths should remain free of clutter,

according to OSHA. Fire doors should not be held open by unapproved means (such as with a garbage can or chair), as this creates a significant fire hazard.

Administrative Controls

In addition to employee training and approved equipment, certain administrative controls can aid hazard recognition and the elimination of potentially dangerous situations.

22. Conduct Walk-Throughs

Periodically walking around the office can help with hazard recognition and maintenance of ergonomic task design. Turina recommended employers conduct an ergonomics screen of every workstation at least once a year. “Employee complaints are invaluable in the process, but yearly reassessments can help to ensure that a good fit is maintained between employee and workstation,” he said.

23. Monitor Signs of Musculoskeletal Disorders

Recognizing the symptoms of musculoskeletal disorders can alert employees of the need to make an ergonomics alteration to their workstation. But workers need to know what those warning signs are.

“Lots of musculoskeletal injuries developing from poor ergonomics start out asymptotically and can become quite severe by the time an employee starts to experience symptoms,” Turina said. Pay attention to any pain, fatigue, numbness or weakness, as these may be signs of an ergonomics problem and the start of a more serious MSD.

24. Talk to Employees about Their Concerns

Simply asking workers how they are feeling can go a long way toward recognizing hazards. “Employers need to take advantage of the cases where employees are experiencing symptoms like discomfort and fatigue early on, when quick, inexpensive interventions can usually solve the problem,” Turina said. “Ignoring these early warning signs can lead to employee suffering and astronomical cost in some cases.”

25. Establish Employee Reporting Systems

Establishing an employee reporting system can be the best way for organizations to get a handle on potential hazards before they cause injury. Consider creating an anonymous reporting process that encourages workers to come forward with their concerns. “Research shows that early intervention yields the most cost-efficient results in all areas,” Paquette said.

General Tips on Chain Saw Safety

A chain saw’s revving sound is unmistakable, and using one is “inherently hazardous,” according to OSHA. In fact, data from the Centers for Disease Control and Prevention shows that roughly 36,000 people are treated annually in emergency rooms for chain saw-related injuries.

Before starting a chain saw, it’s important to follow a few rules, OSHA states. First, check the controls, chain tension, and all bolts and handles to be sure that everything is in good working order according to the manufacturer’s instructions.

Then, check that the chain is sharp and has enough lubrication.

When you’re ready to begin, set the chain saw on the ground – never drop-start it. Turn the tool on at least 10 feet away from a fueling area.

When fueling a gas-powered chain saw, refrain from smoking. Use a funnel to pour fuel into the chain saw, and never fuel the tool when it is hot.

General Safety Tips from OSHA

- Keep the path the chain saw will take clear. Remove any dirt, debris, nails, small tree limbs or pieces of metal before cutting.



- Use the saw's chain brake (or shut off the chain saw completely) when carrying it over rough or uneven terrain.
- Operate the chain saw only when you have secure footing, and keep your hands on the handles.
- Wear necessary personal protective equipment, including hand, foot, leg, eye, face, head and hearing protection.

- Never wear loose clothing when operating a chain saw.
- Be aware that branches under tension may spring out quickly when cut.
- Be careful not to let tree trunks or limbs bind against the saw.
- Know the saw may kick back, and never saw with the tip. If one is equipped, keep the tip guard in place.

Watch Out for Ticks when Working Outdoors

Outdoor workers face a variety of hazards on the job. Beyond the usual suspects – severe weather, extreme temperatures, and traffic – an additional concern may be present: ticks. Ticks may be infected with bacteria, parasites and viruses, and can pass certain pathogens to humans, according to NIOSH. Common tick-borne illnesses include Lyme disease and Rocky Mountain spotted fever. The CDC website has great information on tick-borne illnesses and prevention.

Where and When

Outdoor workers are at risk of exposure to ticks they are in a wooded or bushy area, or an area with high grass or leaf litter. (Visit www.cdc.gov/niosh/topics/tick-borne for a chart describing where ticks can be found in the United States.)

Outdoor workers in most areas of the United States should be mindful about protecting themselves from ticks in the spring, summer, and fall, when ticks are most active. However, be aware that ticks may be active throughout the year in some warmer-weather regions, NIOSH cautions.

Protection

NIOSH recommends workers follow a number of tips to help prevent tick bites. Among them:

- Wear light-colored clothing, including a hat, long-sleeved pants tucked into boots and a long-sleeved shirt.
- Apply insect repellent that contains twenty percent to thirty percent DEET on any exposed skin, and reapply as often as necessary.
- Consider using Permethrin – a repellent that kills ticks on contact – on work clothes. However, be aware that Permethrin can be used only on clothing, not on skin.
- Thoroughly check clothing and skin every day for ticks.
- Wash and dry work clothes, which will kill any ticks present.

If you find a tick on your body, grasp it firmly and as close to your body as possible with a fine-tipped tweezer. Pull the tick away in a steady motion, and clean the area with soap and water. “Removing infected ticks within twenty-four hours reduces your risk of being infected with the Lyme disease bacterium,” NIOSH states.

Human Resources Liability in Local Government

By John McIntyre, East Georgia Field Rep LGRMS

One of the most often neglected areas of liability within our local governments is that of the human resources department or the human resources functions within local governments. The areas that receive the most attention as well as most of the headlines are law enforcement, public works, and the other public safety areas. Liability

losses and claims, however, in the daily running of the departments within local government, are on the rise. The most familiar claims are harassment, discrimination, wrongful discipline and/or termination, and workers' compensation issues.

Times have changed, and local governments are now being scrutinized in other areas—many of which

management, supervisors, and employees are unaware even exist. The key to running a competent and legal human resources department is to ensure that all areas of local government are in compliance as well as are current in all its policies and procedures. A simple mistake can lead to thousands or even millions dollars of liability.

In order to assist local governments in ensuring that they are fully compliant, LGRMS is in the process of reworking and updating its human resources section of the member survey guide as well as the full, comprehensive human resources guide. These new guides were rolled out in early 2017 and can be administered by your LGRMS field representative. The purpose of these guides is to make sure that you know what you are required to have, what you are required to have available for your employees, what you are required to post for employees to have

access, as well as all the policies and processes that you need to have to protect your local government from potential employment liability. LGRMS has many of the standard policy samples on the LGRMS website, www.lgrms.com, and can be accessed by you on our website, or your field representative can help you with these. We are in the process of updating this section of our website to ensure it has the current sample policies.

Make sure that all your human resources policies, procedures, processes, and federal/state labor postings are current and that you have all the ones you need to lessen the liability to non-compliance. If anyone is interested in having these guides completed for your local government human resources area, contact your field representative.

The Problem of Distracted Walking

Distracted walking can be very dangerous. Whether you're using your cell phone or reading a document off the printer, you can miss hazards such as surface and elevation changes. These are very common contributing factors to injuries and near-misses for employees.

What Employers Can Do

In the spirit of keeping your coworkers safe, please intervene. It can be as simple as saying, "Please be careful!" It's a helpful way to show you care about your coworker's safety. Also, don't forget to set a good example by refraining from distracted walking yourself.

Safety Tips

To ensure your safety, review the following tips to avoid slips, trips and falls:

- Walking is working, so avoid walking distracted and stay focused on your surroundings.

- Apply the "be here now" concept when walking to recognize and avoid distractions.
- Wear shoes that are slip-resistant and that provide support to the ankle.
- Don't carry too much – you need your arms to maintain balance and stability.
- Take your time and don't rush – we can wait an extra minute for your safety.

Nationwide Reason for Concern

An estimated 5,997 pedestrian fatalities occurred in 2016, according to the GHSA.

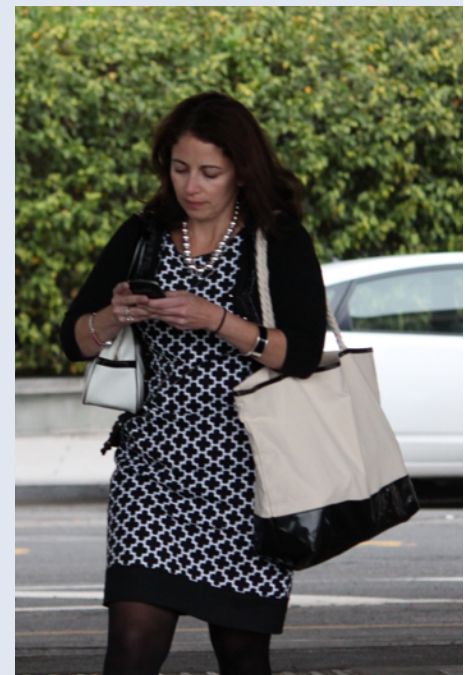
GHSA data indicates 82% of pedestrian fatalities occur outside of intersections.

2015 vs. 2106: GHSA projects pedestrian fatalities to be 11% higher.

What about cities? GHSA examined FARS data and concluded pedestrian

fatalities increased in 4 of the 10 U.S. cities with the largest populations during 2015 – New York (126 to 131), Chicago (35 to 46), Houston (60 to 62) and Dallas (41 to 56).

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