

# **\*\* UPDATES \*\***

- Eligibility requirements for the 2021 ACCG Safety Discount Program during must be completed between *October 1, 2019 and September 15, 2020*.
- To apply for the Safety Discount, submit the [ACCG-GSIWCF and/or ACCG-IRMA Safety Discount Verification Form\(s\)](#) to [accginsurance@accg.org](mailto:accginsurance@accg.org) *no earlier than **August 3<sup>rd</sup>** and no later than **September 15<sup>th</sup>***.
- **\*NEW\* Safety Action Plan for BOTH Insurance Programs**  
Develop **ONE** *Safety Action Plan* to address your workers' compensation and/or property and liability loss trends, depending on your organization's membership in the ACCG Insurance Programs. Each member will be provided with information and loss runs in February. Send a signed copy by **May 1<sup>st</sup>** to the Director of Local Government Risk Management Services (LGRMS), Dan Beck at [dbeck@lgrms.com](mailto:dbeck@lgrms.com).
- If unable to attend ONE LGRMS regional training session to meet the educational criteria, then **three (3) LGRMS Webinars** will satisfy the requirement. The participating employee(s) will summarize each webinar in two paragraphs, print the registrations for the LGRMS Webinars and present these documents to the LGRMS Loss Control Representative during the annual audit. This is in addition to the Safety Coordinator attending the Safety Coordinator Modules.
- **Electronic Versions of the Workbook, Safety Action Plan and Forms are Available Online at [accginsurance.org](http://accginsurance.org).**  
The 2021 *Safety Discount Program* workbook, the *Safety Action Plan* template and the fillable *Safety Discount Verification Forms* are on the ACCG website.  
  
Also Legal-sized versions of the *Panel of Physicians* and *Bill of Rights for the Injured Worker* are on the ACCG website.
- **Electronic Versions of the Sample Policies referenced in the workbook are ONLY Available Online at [accginsurance.org/sdpsamples](http://accginsurance.org/sdpsamples).**
- **\*New\* ACCG-GSIWCF Members who qualify for the 2021 Safety Discount will be eligible to apply for the 2021 ACCG-GSIWCF Employee Safety Grant.**

Contact Penny Henderson if you have any questions at 404-589-7834 or [phenderson@accg.org](mailto:phenderson@accg.org).



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DATE: **January 2020**

TO: **ACCG-IRMA Insurance Contacts & Safety Coordinators**  
**ACCG-GSIWCF Insurance Contacts & Safety Coordinators**

COPY: **ACCG-IRMA & ACCG-GSIWCF County Chairmen & Managers**  
**ACCG-GSIWCF Executive Directors**

FROM: **Penny J. Henderson**  
**ACCG Insurance Programs**

SUBJ: **ACCG Safety Discount Program**  
**ACCG - Interlocal Risk Management Agency 2021 - 2022 Policy Period**  
**ACCG - Group Self-Insurance Workers' Compensation Fund 2021 Policy Period**

Everyone wins when safety is practiced in the day-to-day operation of County governments. A safer work environment minimizes the severity and frequency of injuries that impact the lives of employees. Claims are reduced, which improves the loss experience and decreases future insurance rates. County leadership performs an active role by committing to the Safety Discount Program. Once the ACCG-GSIWCF members have earned the safety discount, they are then eligible to apply for the Employee Safety Grant. Ultimately, the County gains financially and again, everyone wins.

The **ACCG - Group Self-Insurance Workers' Compensation Fund Board of Trustees** has approved a 7.5% safety discount on the 2021 workers' compensation premium. The discount is available for both counties and authorities.

The **ACCG - Interlocal Risk Management Agency Board of Trustees** has approved a 5% safety discount on the property and liability premium. This program is designed for counties to avoid or minimize the severity of their property and liability losses with an emphasis on law enforcement; therefore, *the discount is NOT applicable to authorities.*

**THE SAFETY DISCOUNT PROGRAM IS AN ONGOING, YEAR-ROUND PROCESS.**

The workbook is noticeably thinner this year due to the forms, samples and policies only being posted on the website [[accginsurance.org](http://accginsurance.org)]. Every year we collaborate our efforts and constantly strive to improve the ACCG Safety Discount Program.

**Insuring Georgia's Counties.**

The **2021 ACCG SAFETY DISCOUNT PROGRAM** booklet outlines the conditions members of the ACCG-GSIWCF and ACCG-IRMA Insurance Programs must meet to earn the respective safety discount.

- o The **SAFETY ACTION PLAN** must be submitted by **May 1, 2020** to Dan Beck ([dbeck@lgrms.com](mailto:dbeck@lgrms.com)) at Local Government Risk Management Services.
- o If a member belongs to BOTH Insurance Programs, a **SAFETY DISCOUNT VERIFICATION FORM** must be completed for each Program. A membership list is provided for EACH Program on pages 19 & 21.
- o A **SAFETY DISCOUNT VERIFICATION FORM(S)** must be signed by the County Chairman.
- o Submit the **SAFETY DISCOUNT VERIFICATION FORM(S)** to the email address: [accginsurance@accg.org](mailto:accginsurance@accg.org). To retain an evidence of transmittal, use the delivery and receipt confirmation under Options. Please keep the originals for your records
- o Send the **SAFETY DISCOUNT VERIFICATION FORM(S)** **NO EARLIER than August 3, 2020 and NO LATER than September 15, 2020.**
- o If the Safety Discount Verification Form is **NOT** submitted, then the organization will **NOT** be eligible for the discount.

Creating a **SAFETY ACTION PLAN** helps to identify loss trends and prevent similar claims. As a result, the member's annual contribution can be further reduced through earning a significant safety discount by meeting the requirements in the **ACCG SAFETY DISCOUNT PROGRAM**. The participating ACCG-GSIWCF members, who receive the safety discount, are also eligible to apply for the **SAFETY GRANT**. The intent of the **ACCG EMPLOYEE SAFETY GRANT PROGRAM** is to award additional funds to members for the purchase of safety equipment or training. **ACCG Insurance Programs** wants everyone to succeed!

**If you have any questions about the ACCG SAFETY DISCOUNT PROGRAM, please contact me at 404-589-7834 or [phenderson@accg.org](mailto:phenderson@accg.org).**

cc: David Uhlman, ACCG Property & Casualty Insurance Program Director  
Dan Beck, Director of Local Government Risk Management Services



# ACCG SAFETY DISCOUNT PROGRAM

## ELIGIBILITY REQUIREMENTS

### INTERLOCAL RISK MANAGEMENT AGENCY

*[Property & Liability]*

*and*

### GROUP SELF-INSURANCE WORKERS' COMPENSATION FUND

Members of the ACCG Insurance Programs who comply with the following safety incentive discount requirements will be eligible to receive a discount on their annual insurance premiums.

**ACCG-IRMA**  
[Counties only]

**5% discount**

**July 1, 2021-22 Policy Year**

**ACCG-GSIWCF**

**7.5% discount**

**January 1, 2021 Policy Year**

The required procedures are the foundation for an effective safety program and are used as a basic guideline for implementing a loss control and safety program. ACCG Insurance Programs encourage the members to provide a safer workplace by adding additional procedures based on the needs of the organization.

The **ACCG SAFETY DISCOUNT VERIFICATION FORM** must be completed and submitted to ACCG Insurance Programs by **September 15, 2020**. Local Government Risk Management Services will be notified and will make an appointment to conduct the safety audit. Once the confirmation is received from LGRMS indicating the member has passed their audit, the discount will be applied to the renewal insurance premium.

HOW TO COMPLY with the following standards to receive the safety discount.

**THE REQUIREMENTS BELOW APPLY TO MEMBERS OF BOTH INSURANCE PROGRAMS.**

- ☐ 1. **A SAFETY COORDINATOR MUST BE APPOINTED.** The Safety Coordinator may be any person who works in the organization. A new position does not need to be created in order to comply with these standards. One individual may serve as the ACCG-IRMA and ACCG-GSIWCF Safety Coordinator. The Safety Coordinator is responsible for working with management to coordinate the actions below.

**SAFETY COORDINATOR RESOLUTION** [[accginsurance.org/sdpsamples](http://accginsurance.org/sdpsamples)]

- **ATTEND SAFETY COORDINATOR MODULES I, II, OR III** training presented by Local Government Risk Management Services (LGRMS). The Safety Coordinator is required to take one Safety Coordinator class per year until they have completed all of the modules. Once all three sessions have been attended by the Safety Coordinator, the **SAFETY COORDINATOR TRAINING MODULES** will not need to be repeated, as long as the Safety Coordinator does not change. If a new Safety Coordinator is appointed by the member, the new Coordinator will need to complete the training. Other employees may also attend this training.
- **COORDINATE SAFETY TRAINING AND IMPLEMENT SAFETY RULES** for supervisors and employees. The Safety Coordinator will ensure that appropriate documentation is posted at or near job sites that instruct injured employees how they should proceed in the event of an on-the-job accident.
- **COORDINATE SAFETY INSPECTIONS** to help identify potential claim exposures. Items to be documented for periodic inspections are all county vehicles, buildings & grounds, equipment & machinery, and work practices & procedures. LGRMS can provide county members with checklists and other assistance to help comply with this requirement.
- **COORDINATE DEPARTMENTAL QUARTERLY SAFETY MEETINGS.** A minimum of four safety review meetings must be held each year within the departments. If all four of the meetings have not taken place by the time the **SAFETY DISCOUNT VERIFICATION FORM** is due, they must be scheduled to take place in quarterly increments throughout the policy year. A record of the departmental meeting, including topics discussed and a sign-in sheet to verify those in attendance, have to be maintained to document compliance with this requirement.
- **COORDINATE QUARTERLY SAFETY COMMITTEE MEETINGS** to review all incidents and accidents [**INJURY OR PROPERTY DAMAGE**] impacting employees of the organization and the general public. These meetings should include representatives within the organization who can conduct a root cause analysis and document recommendations for improvements to prevent or minimize future occurrences. Records are to be maintained for proof of compliance and follow-up actions implemented.

The following is a suggested timetable for the Safety Coordinator:

**October, November and December.**

- Complete the quarterly Safety Committee Meeting to review all incidents and accidents.
- Complete the quarterly departmental safety meetings.
- Participate in LGRMS audit.

**January, February and March.**

- Hold a quarterly Safety Committee Meeting for the first quarter to review all incidents and accidents.
- Hold quarterly departmental safety meetings.
- Register an employee to attend an LGRMS course in-person or to participate in a webinar.
- Register to attend the LGRMS Safety Coordinator Modules I, II, and III until all courses are completed.
- Conduct safety inspections.

**April, May and June.**

- Conduct another quarterly Safety Committee Meeting to review all incidents and accidents.
- Conduct additional quarterly departmental safety meetings.
- **SUBMIT the Safety Action Plan by May 1st to Dan Beck, LGRMS Director, at [dbeck@lgrms.com](mailto:dbeck@lgrms.com).**
- Ensure an employee participates in a LGRMS course or webinar.
- Attend a LGRMS safety coordinator training course, if necessary.
- Comply with the other pertinent standards listed in the workbook.

**July, August and September.**

- The third quarterly Safety Committee Meeting to review all incidents and accidents.
- The third quarterly departmental safety meetings are to be held.
- Confirm at least one employee has attended an LGRMS course to satisfy both the IRMA and GSIWCF training requirement.
- Coordinate safety inspections with the LGRMS Field Representative.
- Meet all remaining eligibility requirements.
- **SUBMIT Safety Discount Verification Form August 3, 2020 to September 15, 2020.**

- ☐ 2. An **EMPLOYEE** from the organization must attend a minimum of **ONE TRAINING SESSION** administered by Local Government Risk Management Services, **in addition** to the Safety Coordinator attending the Safety Coordinator Modules previously described. The selected LGRMS training session may be on any topic that is appropriate for the attendee's job duties.

It is preferred that at least one LGRMS' regional training session is attended; however, if that is not possible, the Training Session requirement may be met by participating in three (3) LGRMS Webinars. The participating employee(s) must summarize each webinar in two paragraphs and print the registrations for the LGRMS Webinars. Present these documents to the LGRMS Loss Control Representative during the annual audit.

- ★ Onsite courses and three Webinars **DO apply** towards the training requirement.
- ★ Online courses (except for the LGRMS Webinars mentioned above) and Health & Wellness Workshops **do NOT apply toward the Safety Discount**.

To meet the Safety Discount deadline, consider taking advantage of the LGRMS training opportunities earlier in the year due to fewer courses being available in the last quarter. A schedule of training sessions administered by LGRMS may be viewed on their website [www.lgrms.com](http://www.lgrms.com) or obtained by calling 800-650-3120.

**The single factor that most often prevents the members from receiving the Safety Discount is NOT completing the training requirement.**

**ALL TRAINING IS TO BE COMPLETED BY SEPTEMBER 15, 2020.**

- ☐ 3. Members agree to cooperate and support the efforts of **LOCAL GOVERNMENT RISK MANAGEMENT SERVICES** and are required to respond to LGRMS' recommendations in writing within ninety (90) days following a loss control visit. Although the member does not have to conform to the recommendations explicitly, they must take the initiative to develop a plan to address the issue or explain why the opportunity for improvement was not taken.
- ☐ 4. The member shall implement and oversee a **DRUG-FREE WORKPLACE PROGRAM** to include, at a minimum, the following:
- A **DRUG-FREE WORKPLACE NOTICE** on all employment applications and/or in the personnel policy.
  - A written **DRUG-FREE WORKPLACE POLICY** regarding drug or alcohol use in the workplace.

**MODEL SUBSTANCE ABUSE POLICY  
OBSERVATION CHECKLIST  
PRE-EMPLOYMENT CONSENT AND RELEASE FORM  
SAFETY SENSITIVE POSITIONS**

All policies and forms are located on the website. [\[accginsurance.org\]](http://accginsurance.org)



- ☐ 5. A **SEAT BELT POLICY** must be implemented and enforced by the member. The purpose of this policy is to establish mandatory seat belt use as an organizational priority and designate responsibility for implementation and enforcement. It is essential that DRIVERS and PASSENGERS use their seat belts while traveling on official company business.

The **SEAT BELT POLICY** applies to all employees and occupants of any vehicle driven by employees, including rentals and personal vehicles when used on official company business. The driver of the vehicle is responsible for enforcing seat belt use by all occupants. When possible, it is also the employee's duty to use a seat belt while operating equipment.

The member shall emphasize to the new employee the county/authority recognizes that seat belts are extremely effective in preventing injuries and loss of life in a crash. This commitment will be demonstrated by requiring a **SEAT BELT POLICY** and taking reasonable steps to enforce compliance with the policy. Managers and supervisors have an obligation to strongly encourage seat belt usage by communicating the benefits to their employees, monitoring compliance, evaluating effectiveness and taking disciplinary action against violations.

**SEAT BELT POLICY [SAMPLE 1 & 2]** [\[accginsurance.org/sdpsamples\]](http://accginsurance.org/sdpsamples)

- ☐ 6. A **CELL PHONE POLICY** must be implemented and enforced by the member for elected officials, officers and employees who require the use of cellular telephones ("cell phones") in the performance of their official duties or employment. The purpose of this policy is to establish proper cell phone use as an organizational priority and designate responsibility for implementation and enforcement.

Those whose job responsibilities include regular or occasional driving and who have a cell phone for business use shall not use their phone while operating a motor vehicle on any public roadway, except in accordance with state law.

County-owned cell phones shall be used for county business only. All records pertaining to county-owned cell phones and all records pertaining to approved personnel's personal cell phones that relate to county business are subject to Georgia Open Records Act requests.

Managers and supervisors have an obligation to strongly encourage proper cell phone usage by communicating the benefits to their employees, monitoring compliance, evaluating effectiveness and taking disciplinary action against violations.

**CELL PHONE POLICY [SAMPLE]** [\[accginsurance.org/sdpsamples\]](http://accginsurance.org/sdpsamples)



# ACCG

## INTERLOCAL RISK MANAGEMENT AGENCY

*[Property & Liability]*

The following requirements apply only to COUNTY MEMBERS of the ACCG - Interlocal Risk Management Program (ACCG-IRMA).

AUTHORITIES are NOT eligible for the ACCG-IRMA safety discount.

☐ 1. **POLICY MANUALS** must be in place as follows:

- A **PERSONNEL POLICY MANUAL** must be in place for all **COUNTY DEPARTMENTS**. This can be one policy manual or multiple policy manuals covering all county departments. All personnel policies must have a documented annual review and update. These policies should be included:
  - Hiring / Termination
  - Employee / Supervisor Training
  - Harassment
  - EEOC & Non-Discrimination
  - Email / Internet Policy
  - Drug Free Workplace
  - Motor Vehicle
- **SHERIFF OFFICES** must have a written **POLICY MANUAL** in place. The manual must have a documented annual review and update. The manual should be based on “*Georgia Sheriffs’ Association Georgia Standards*”. These policies should be included:
  - If different from County -**
    - Hiring / Termination
    - Employee / Supervisor Training
    - Harassment
    - EEOC & Non-Discrimination
  - Plus -**
    - Motor Vehicle Operations
    - Pursuit
    - Use of Force
    - Arrests
    - Internal Affairs
- **Harassment Training** is to be provided to all employees and documented on an annual basis.

- **SHERIFF OFFICES WITH JAIL FACILITIES** must have a written **POLICY MANUAL** in place. The manual must have a documented annual review and update. The manual should be based on “*Georgia Sheriffs’ Association Georgia Standards for Adult Pretrial Detention Facilities*”.

- ☐ 2. **COUNTY JAIL FACILITIES** which are operated by the **SHERIFF’S OFFICE** should be staffed to permit jailers and dispatchers to perform separate job duties. A *Georgia Sheriffs’ Association Staffing Analysis & Report* is recommended to help determine proper staffing levels for the jail operations. These policies should be included and staff should be trained annually on the following:

- Inmate Medical
- Jail Suicide Prevention
- Civil Rights
- Emergency Action Plan

- ☐ 3. **MOTOR VEHICLE REPORTS (MVR)** must be obtained on ALL employees before they are allowed to drive county vehicles because they are a major source of liability losses for county government. The purpose of this requirement is to assist in determining the risks of drivers that are behind the wheel of county vehicles.

While it is a good policy to put policies in place to restrict the driving of employees with poor driving records, this is not a requirement to receive the safety discount. ACCG will continue to allow the counties to make their own decisions as to who will drive county vehicles during the course of employment.

# ACCG

## GROUP SELF-INSURANCE WORKERS' COMPENSATION FUND

The following requirements apply to ALL members of the ACCG - Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF).

- ☐ 1. The following **PERSONNEL AND ADMINISTRATIVE PROCEDURES** are to be included during the **EMPLOYEE ORIENTATION** for each new employee:
- The **PANEL OF PHYSICIANS** and the **BILL OF RIGHTS FOR THE INJURED WORKER** must be explained to each new employee by the member. A signature is required from each new employee indicating this has been accomplished.
  - A valid **PANEL OF PHYSICIANS** must be posted and maintained in prominent places at each work site as required by Georgia law.  
**PANEL OF PHYSICIANS** [\[accginsurance.org/sdpsamples\]](http://accginsurance.org/sdpsamples)
  - A valid **BILL OF RIGHTS FOR THE INJURED WORKER** must be posted and maintained in prominent places at each work site as required by Georgia law.  
**BILL OF RIGHTS FOR THE INJURED WORKER** [\[accginsurance.org/sdpsamples\]](http://accginsurance.org/sdpsamples)
  - Explain the policies that are relevant to the employee's position (e.g. **SEAT BELT POLICY, RETURN TO WORK POLICY**, etc.)
- ☐ 2. The member must have a **RETURN TO WORK POLICY** in place to encourage various departments to accommodate the use of transitional employment, if an injured employee is unable to perform normal job duties during their recovery period. The member must make a reasonably good-faith effort to return an injured worker to work at a modified job, if approved by the doctor. The ACCG Claims Administration Services representative will notify the member when an employee has been released to modified duty, but it will be the member's responsibility to perform a reasonable search to determine if a position is available.

**RETURN TO WORK POLICY [SAMPLE]** [\[accginsurance.org/sdpsamples\]](http://accginsurance.org/sdpsamples)

# LOCAL GOVERNMENT RISK MANAGEMENT SERVICES

Members have access to an exceptional resource of safety and loss control expertise through Local Government Risk Management Services (LGRMS). Founded in 1988, LGRMS is a non-profit organization sponsored by the Insurance Programs of the Association County Commissioners of Georgia (ACCG) and Georgia Municipal Association (GMA). LGRMS' services are included at no additional charge to ACCG-IRMA and ACCG-GSIWCF members.

Each member of the ACCG Insurance Programs is assigned a LGRMS Loss Control Representative to provide expertise in loss control and safety. LGRMS Loss Control Representatives visit onsite to consult with members on existing loss issues, evaluate existing loss prevention and control efforts, and submit recommendations for suggested improvements. Steve Shields, Chris Ryan, Vincent Scott and Natalie Sellers are the LGRMS Loss Control Representatives. They are available to share their knowledge with the members in implementing and maintaining a successful safety program. Please see page 13 to find your region and Loss Control Representative.

Individual member losses are reviewed to help determine possible loss trends and help serve as a guide to focus member loss prevention and control activities. LGRMS will perform an annual audit to confirm the safety criteria and training requirements have been met.

LGRMS offers a wide range of training programs provided in various ways for employees, as well as all levels of management and elected officials.

- **Regional Training:** Half-day to full-day programs focusing on individual, management or technical topics. Teaching sites are located around Georgia to make it easier for participants to attend. Programs include a course manual or handout materials.
- **Focused Series:** These classes are taught onsite at the member location for 1-2 hours.
- **Online Training:** A variety of courses, covering topics ranging from human resources, safety, management and law enforcement operations, are offered by LGRMS through **LocalGovU**, the leading provider of online training for public entities nationwide. These courses are available 24/7 from any computer at no additional cost.
- **Webinars:** Topics of interest to county governments are offered by LGRMS throughout the year.

A variety of publications are mailed throughout the year that cover employee safety, liability, and risk management topics that can be used by members in developing successful efforts to prevent losses.

Direct any inquiries to Tamara Chapman at LGRMS 678-686-6283. LGRMS can also be reached at 678-686-6279 or 800-650-3120 for technical assistance or contact your LGRMS Loss Control Representative noted on page 12.

## **DIRECTORY**

### **LOCAL GOVERNMENT RISK MANAGEMENT SERVICES**

3500 Parkway Lane, Suite 110 • Norcross, Georgia 30092  
678-686-6279 • 800-650-3120  
Fax: 770-246-3149

GO TO [www.LGRMS.com](http://www.LGRMS.com) for an updated DIRECTORY

or EMAIL [LgrmsAdmin@lgrms.com](mailto:LgrmsAdmin@lgrms.com)

#### **Loss Control Operations**

##### **BECK, DAN**

Director of Loss Control  
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##### **WATTS, DENNIS**

Training & Communication Manager  
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##### **CHAPMAN, TAMARA**

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##### **STEPTER, CORTNEY**

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#### **Health Promotion Services**

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##### **RINEHART, PAIGE**

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#### **Loss Control Representatives**

##### **SHIELDS, STEVE**

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##### **SELLERS, NATALIE**

Loss Control Representative for Assigned Members  
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Email: [nsellers@lgrms.com](mailto:nsellers@lgrms.com)

##### **RYAN, CHRIS**

Southwest Georgia Loss Control Representative  
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##### **SCOTT, VINCENT**

Southeast Georgia Loss Control Representative  
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#### **Public Safety Risk Consultants**

##### **TROTTER, DAVID**

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##### **EARL, MIKE**

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##### **HYER, JULIE**

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(Business Cell) 404-615-2420  
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# FIELD REPRESENTATIVE REGIONS



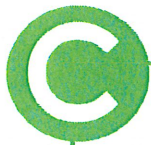
**Northern Region**  
**Steve Shields**  
 sshields@lgrms.com  
**404.416.3920**



**Central Region**  
**Natalie Sellers**  
 nsellers@lgrms.com  
**404.904.0074**

## Natalie's Assigned Members

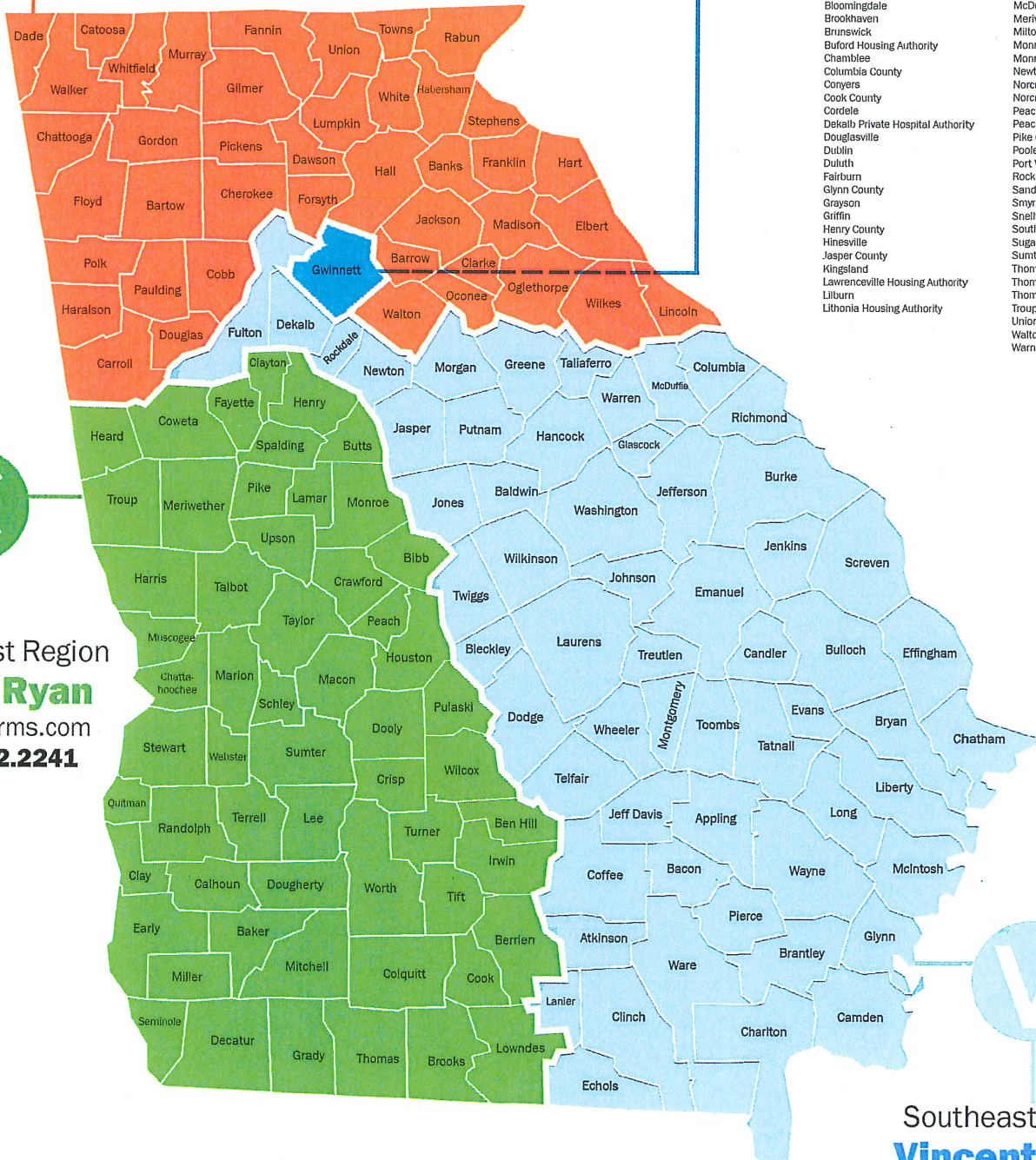
Appling County	Loganville
Barrow County	Lowndes County
Berkeley Lake	Lumpkin County
Bloomington	McDonough
Brookhaven	Meriwether County
Brunswick	Milton
Burford Housing Authority	Monroe County
Chamblee	Monroe County
Columbia County	Newton County
Conyers	Norcross
Cook County	Norcross Housing Authority
Cordele	Peachtree City
Dekalb Private Hospital Authority	Peachtree Corners
Douglasville	Pike County
Dublin	Pooler
Duluth	Port Wentworth
Fairburn	Rockdale County
Glynn County	Sandy Springs
Grayson	Smyrna
Griffin	Snellville
Henry County	South Fulton
Hinesville	Sugar Hill
Jasper County	Sumter County
Kingsland	Thomas County
Lawrenceville Housing Authority	Thomasville
Lilburn	Thomson
Lithonia Housing Authority	Troup County
	Union City
	Walton County
	Warner Robins



**Southwest Region**  
**Chris Ryan**  
 cryan@lgrms.com  
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**LGRMS**  
**RISK CONTROL**  
**ACCG | GMA**

**Local Government Risk Management Services**  
 3500 Parkway Lane . Suite 110 . Norcross, GA 30092  
 Ph: 678.686.6279 . Toll Free: 800.650.3120 . Fax: 770.246.3149  
 www.lgrms.com

## SAFETY ACTION PLAN

Member:		Time Period:	
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### Loss Trend Analysis – Top Office/Departments by Loss Type by % of Claims Dollars

#1 Focus Office / Department:		
#	Loss Type (Cause)	% of Claims Dollars
1		
2		
3		

#2 Focus Office / Department:		
#	Loss Type (Cause)	% of Claims Dollars
1		
2		
3		

### Action Items

#1 Focus Office / Department				
Loss Types Focus				
Risk Reduction Goal				
#	Action Item	Owner's Name	Target Date	Status
1				
2				
3				

#2 Focus Office / Department				
Loss Types Focus				
Risk Reduction Goal				
#	Action Item	Owner's Name	Target Date	Status
1				
2				
3				

	Print Name	Signature	Date
Top Elected Official / Administrator / Manager			
Leader of #1			
Leader of #2			



### ☐ 3. SAFETY ACTION PLAN

**\*NEW\*** For the 2021 Safety Discount Program, the Safety Action Plan requirement applies to BOTH ACCG-GSIWCF and ACCG-IRMA members. Only ONE Safety Action Plan needs to be developed regardless of whether membership is in one or both Insurance Programs. If a constitutional officer wants to develop a separate plan, that is acceptable.

In February, each member will be provided with loss history to assist in an updated analysis. The Safety Coordinator, County Leadership and Safety Committee are to:

- o review the progress that has been made;
- o agree on risk reduction goals for the next year; and
- o update the Safety Action Plan
- o a 'fillable' Safety Action Plan template is provided on the website.

[\[accginsurance.org\]](http://accginsurance.org)

It is important for the leadership and the Safety Committee to understand the root cause and factors contributing to their workers' compensation and property and liability losses. An analysis provides valuable information on where to focus loss control efforts in the future to prevent or mitigate losses.

Members need to complete the action items that are developed to reach their risk reduction goals. The LGRMS Loss Control Representatives can assist in this process upon request. They will evaluate and provide feedback on the Safety Action Plan and will be interested in the progress.

Once the Safety Action Plan is developed and approved as required for the 2021 Safety Discount Program, **please submit a signed copy by May 1<sup>st</sup> to the LGRMS Director, Dan Beck at [dbeck@lgrms.com](mailto:dbeck@lgrms.com).**

# ACCG SAFETY ACTION PLAN FREQUENTLY ASKED QUESTIONS

*\* Ensure the Safety Action Plan is “SMART”:  
Specific, Measurable, Achievable, Results-focused and Time-bound.*

**1. What is the purpose of the ACCG Safety Action Plan Process?**

- a. The purpose of this process is to ensure that the organization’s leaders are aware of their loss trends and that they have a plan to assist in the reduction of those losses.

**2. Who develops the Safety Action Plan?**

- a. The Safety Coordinator works with the leaders of the organization to develop the Safety Action Plan based on an analysis of the organization’s loss trends.

**3. Where is a fillable Safety Action Plan found?**

- a. A fillable Safety Action Plan is located on the ACCG website under Insurance Programs within the Safety Discount section. [\[accginsurance.org\]](http://accginsurance.org)

**4. How does the member receive a Loss Trend Analysis and why?**

- a. LGRMS will send each member a *Loss Trend Analysis* report in February.
- b. The report helps the Safety Coordinator identify the two Focus Offices / Departments and the top associated causes or loss types.
- c. Additional *Loss Trend Analysis* reports can be requested from your LGRMS Loss Control Representative.

**5. How are the Focus Offices / Departments identified?**

- a. Typically, these would be the departments with the largest losses (Costs/ Claims #s); and/or the departments with the best opportunity to impact their trends.

**6. How are the Loss Types Focuses Identified?**

- a. *Loss Types* are the causes or loss categories that generate the largest losses (Costs/ Claims #s); and/or the causes with the best opportunity to impact the loss trends.

**7. How is a Risk Reduction Goal set?**

- a. Once a Loss Type Focus is selected, then the Safety Coordinator works with the leaders of the Focus Offices /Departments to set the Risk Reduction Goal.

For example: The Loss Type Focus is motor vehicle incidents. Over the last 3 years, an average of 10 motor vehicle incidents has occurred per year. A suggestion would be to set a Risk Reduction Goal between 2 to 4 incidents.

- \* The important thing is to select a goal, and review that goal on a monthly or at least quarterly basis against the progress of the team.

**8. How is a Safety Action Plan developed to address the Loss Type Focus?**

- a. The leaders of the Focus Offices /Departments will start by identifying the root cause of this loss type.
- b. Once the root cause has been identified, develop action items to eliminate that root cause.
- c. Action Items should focus on changing the culture (e.g. leadership commitment, employee engagement, policy change/update, training, and accountability).

**9. Who needs to sign the Safety Action Plan?**

- a. The top elected official or County Manager / Administrator, plus the leaders of the two Focus Offices / Departments, are to review and sign the Safety Action Plan.

**10. Why does the Safety Action Plan need to be signed?**

- a. This ensures the organization's leaders are aware of the loss trends and are committed to a plan to assist in the reduction of these losses.

**11. When does the Safety Action Plan need to be completed and submitted?**

- a. The Plan will need to be completed and submitted by **May 1<sup>st</sup>** to [dbeck@lgrms.com](mailto:dbeck@lgrms.com).
- b. The Safety Coordinator and leaders of the two Focus Offices / Departments will review the Safety Action Plan on a quarterly basis to ensure implementation and goal progress.

10/09/1987	Appling County	12/01/1995	Fannin County	11/12/2008	Paulding County Airport Authority
10/01/2010	Atkinson County	01/01/2015	Fannin County Water Authority	04/01/2007	Paulding County Industrial Building Authority
07/01/2010	Atkinson County Solid Waste Authority	01/14/2003	Flint River Regional Library		
01/01/2006	Bacon County	04/01/2005	Floyd County	05/04/2004	Pierce County
05/01/2000	Baker County	12/31/2001	Forsyth County	12/31/1997	Pike County
03/01/2003	Baldwin County	11/24/1993	Franklin County	12/01/2009	Pike County Parks and Recreation Authority
10/01/1987	Banks County	08/22/2012	Franklin County Industrial Building Authority	03/01/1996	Polk County
01/01/2003	Bartow County			06/12/2012	Polk County Water, Sewage & Solid Waste Authority
05/01/2005	Bartow-Cartersville Joint Development Authority	02/15/2005	Gilmer County		
02/01/2003	Bartram Trail Regional Library System	08/01/2015	Glascok County	01/15/2004	Pulaski County
01/21/2003	Bleckley County	04/25/2009	Glynn County	10/18/2003	Putnam County
02/15/2015	Brantley County	10/01/1991	Gordon County	04/06/1992	Rabun County
11/01/1988	Bryan County	12/31/1987	Grady County	01/24/2015	Randolph County
04/15/2004	Bulloch County	01/01/1996	Greene County	07/01/1991	Rockdale County
12/01/1998	Butts County	09/20/2016	Habersham County	01/01/2002	Satilla Regional Water & Sewer Authority
02/01/1998	Butts County Water & Sewer Authority	04/01/2007	Hancock County		
12/05/2017	Candler County	03/05/2014	Haralson County	12/31/2002	Schley County
01/01/2003	Carroll County Water Authority	10/01/2002	Harris County	10/01/1987	Screven County
06/01/1991	Charlton County	01/01/2003	Hart County	06/15/2008	Seminole County
03/05/2003	Chattooga County	04/01/2007	Hart County Water & Sewer Authority	07/01/2003	Sinclair Water Authority
01/01/2017	City of Dublin & County of Laurens Dev Authority	10/01/2002	Heard County	04/01/1997	South Georgia Regional Library System
10/01/1987	Clay County	02/19/1992	Henry County	07/01/2004	Southwest Georgia Regional Commission
10/01/1987	Clinch County	06/01/2002	Henry County Library System	12/31/1999	Stephens County
02/01/2011	Clinch County Development Authority	07/01/2000	Houston County	10/06/2005	Stephens County Development Authority
08/01/2006	Coastal Plain Regional Library	04/01/2011	Houston County Development Authority		
01/01/2005	Coffee County	07/10/1988	Jackson County	07/17/1988	Stewart County
07/01/1991	Colquitt County	10/04/1988	Jasper County	07/17/1988	Stewart County Water & Sewer Authority
10/01/1994	Columbia County	03/15/2001	Jasper County Water & Sewer Authority		
07/24/2003	Conyers-Rockdale Library System	03/02/2005	Jeff Davis County	01/01/2004	Sumter County
06/07/1997	Cook County	07/01/1993	Jefferson County	05/01/2011	Talbot County
12/12/2000	Crawford County	01/01/2003	Jefferson County Library System	04/26/2003	Taliaferro County
09/01/2001	Crisp County	05/15/2015	Jenkins County	11/01/2004	Tattnall County
03/05/1998	Cusseta-Chattahoochee Unified Government	10/26/1992	Johnson County	12/31/2012	Taylor County
03/01/1995	Dade County	03/12/2019	Joint Development Authority of Jasper, Morgan, Newton & Walton County	10/05/1992	Telfair County
03/01/1998	Dawson County	04/19/2005	Jones County	07/01/1992	Terrell County
07/12/2013	DeKalb County Private Hospital Authority	02/20/1988	Lamar County	05/14/1993	Thomas County
01/24/2005	Decatur County	07/01/2019	Lamar County Regional Solid Waste Authority	05/23/2011	Thomas County Public Library
10/01/2004	Development Authority of Bartow County			02/01/1991	Tift County
03/14/2012	Development Authority of DeKalb County	12/31/2000	Laurens County	07/01/1996	Towns County
10/01/2002	Development Authority of Jefferson County	01/13/2003	Lee County	07/01/1991	Treutlen County
01/22/2001	Development Authority of Monroe County	07/15/2003	Lee County Utilities Authority		
07/20/2012	Development Authority of Rabun County	04/01/1994	Long County	10/01/2009	Treutlen County Development Authority
10/01/2004	Development Authority of Washington County	08/17/2012	Lower Chattahoochee Regional Transit Authority	01/01/2006	Tri County Joint E-911 Authority
05/25/1999	Dodge County	07/01/1994	Lowndes County	08/01/1992	Turner County
09/01/2003	Douglasville - Douglas County Water & Sewer Authority	09/19/1997	Lumpkin County	11/06/1993	Twiggs County
10/01/2002	Early County	01/01/2001	Lumpkin County Water & Sewerage Authority	10/01/1987	Unified Government of Georgetown-Quitman County
12/01/2007	Eatonton-Putnam Water & Sewer Authority	01/15/2001	McDuffie County		
02/03/1995	Echols County Consolidated Government	05/30/2002	McIntosh County	04/01/1998	Unified Government of Webster County
10/01/1987	Effingham County	07/01/2002	McIntosh County Industrial Development Authority	02/11/2002	Union County
01/01/2017	Elbert County	04/01/2006	Meriwether County	09/11/1997	Upper Oconee Basin Water Authority
10/01/2000	Emanuel County	08/04/2010	Meriwether County Water & Sewerage Authority	02/23/2000	Valdosta-Lowndes Co. Conference Center & Tourism Authority
10/01/2002	Emanuel County Development Authority	08/31/2004	Middle Flint Regional 911 Authority		
01/01/1999	Evans County	03/26/1995	Miller County	06/04/1995	Valdosta-Lowndes County Airport Authority
12/01/2016	Fall Line Regional Development Authority	01/17/1992	Mitchell County	07/01/2007	Walton County
		02/01/1999	Monroe County	07/15/1994	Ware County
		09/08/2002	Montgomery County	02/18/2017	Warren County
		04/03/1991	Morgan County	01/12/1988	Washington County
		09/25/2017	Moultrie Colquitt County Parks Recreation Authority	10/01/2002	Washington County Airport Authority
				10/01/1987	Wayne County
		10/01/1987	Oconee County	07/01/1999	White County
		07/15/1997	Oconee County Industrial Development Authority	01/01/2003	Whitfield County
		04/15/1988	Oglethorpe County	01/19/2003	Wilcox County
		07/01/1994	Paulding County	08/03/1993	Wilkinson County
				07/01/2016	Worth County



# COUNTY

[159 COUNTY GOVERNMENTS]

## INTERLOCAL RISK MANAGEMENT AGENCY

### SAFETY DISCOUNT VERIFICATION FORM

If the organization is a member of the ACCG - IRMA [property & liability] Insurance Program, complete this **SAFETY DISCOUNT VERIFICATION FORM** and return between

**August 3, 2020** and **September 15, 2020**

- The appointed **ACCG-IRMA Safety Coordinator** is \_\_\_\_\_  
(Safety Coordinator is responsible for the Safety Program)

Position \_\_\_\_\_ Email: \_\_\_\_\_

- ☐ Yes ☐ No If there is a change in the safety coordinator, please advise if the previous contact is still affiliated with the county to maintain a current database.

#### TRAINING REQUIREMENTS

- **SAFETY COORDINATORS**

☐ COMPLETE SAFETY COORDINATOR MODULES I, II, OR III \_\_\_\_\_  
(COURSE / DATE)

- **ANY MEMBER EMPLOYEE**

☐ ATTEND LGRMS TRAINING COURSE OR WEBINARS \_\_\_\_\_  
(COURSE / DATE)

**DEPARTMENTAL SAFETY MEETINGS** ☐ OCT-DEC ☐ JAN-MAR ☐ APR-JUN ☐ JUL-SEP

**SAFETY COMMITTEE MEETINGS** ☐ OCT-DEC ☐ JAN-MAR ☐ APR-JUN ☐ JUL-SEP

**SAFETY ACTION PLAN [DUE MAY 1<sup>ST</sup> to LGRMS]** \_\_\_\_\_  
(DATE SUBMITTED)

The members of the Board of Commissioners of \_\_\_\_\_ County  
(Name of County)  
hereby verify that they fully comply with the requirements of the Safety Discount Program.

\_\_\_\_\_  
County Chairman Signature

\_\_\_\_\_  
Date

Email [accginsurance@accg.org](mailto:accginsurance@accg.org)



# GROUP SELF-INSURANCE WORKERS' COMPENSATION FUND

Workers' Compensation  
170 Members / January 2020

07/01/1982	ACCG	07/2/1982	Greene County	03/1/2002	Pulaski County
02/24/1983	Appling County	07/27/2004	Greene County Recreation Complex	07/1/1982	Putnam County
07/22/1982	Atkinson County	10/1/2016	Habersham County	03/12/1983	Rabun County
07/23/1997	Atkinson County Solid Waste Authority	09/1/2000	Hancock County	11/6/2009	Randolph County
09/21/1983	Bacon County	10/1/2009	Haralson County	07/28/1984	Rockdale County
05/22/1985	Baker County	01/1/1990	Harris County	02/24/1994	Roddenbery Memorial Library
09/12/1982	Banks County	10/8/1982	Hart County	01/01/2002	Satilla Regional Water & Sewer Authority
10/15/1992	Barrow County	09/25/2007	Hart County Water & Sewer Utility	04/29/1985	Schley County
05/29/1991	Bartow County *	01/1/2002	Heard County	07/22/1982	Screven County
02/01/2003	Bartram Trail Regional Library System	03/17/1992	Henry County *	01/10/1992	Screven-Jenkins Regional Library
08/01/1991	Ben Hill County	06/1/2002	Henry County Library System	06/15/1995	Seminole County
01/22/1986	Berrien County	05/11/1995	Housing Authority Of Fulton County	01/1/2009	Sinclair Water Authority
01/10/1986	Bleckley County	11/20/2009	Irwin County	07/3/2012	Solid Waste Authority of Crisp County
03/1/1983	Brantley County	10/31/1985	Jackson County	04/1/1997	South Georgia Regional Library System
01/29/1983	Bryan County	02/23/1983	Jasper County	07/1/2004	Southwest Georgia Regional Commission
07/2/1982	Bulloch County	7/14/1986	Jeff Davis County	06/1/2005	Spalding County *
08/6/1986	Burke County	10/1/2009	Jefferson County	01/1/1997	Stephens County
04/1/1990	Calhoun County	03/1/2008	Jefferson County Library System	07/20/1988	Stewart County
01/10/1986	Candler County	04/14/1986	Jenkins County	01/1/1991	Sumter County
05/13/1985	Carroll County *	04/3/1983	Johnson County	12/4/1982	Talbot County
01/1/2002	Carroll County Water Authority	02/26/1983	Jones County	07/1/1982	Taliaferro County
01/23/1989	Catoosa County	11/30/1983	Lamar County	02/7/1986	Tattnall County
05/5/1986	Charlton County	01/1/2010	Lamar County Solid Waste Authority	04/29/1985	Taylor County
01/1/1986	Chattooga County	11/30/1983	Lanier County	08/1/1984	Telfair County
01/1/2017	City of Dublin & Laurens County Development Authority*	07/1/1982	Laurens County	09/1/1988	Terrell County
02/22/1984	Clay County	05/27/1986	Lee County	07/22/1982	Thomas County
12/19/1986	Clinch County	09/2/1991	Liberty County	07/14/1992	Thomas County Public Library
11/4/1988	Coffee County	11/7/2015	Lincoln County	08/17/1982	Tift County
01/1/2006	Colquitt County	07/14/1986	Long County	04/27/1989	Toombs County
01/1/1983	Columbia County *	07/22/1982	Lowndes County *	10/1/1996	Towns County
06/10/2003	Conyers-Rockdale Library System	10/30/2009	Lumpkin County	07/1/1982	Treutlen County
04/7/1983	Cook County	01/1/2012	Lumpkin County Water & Sewerage Authority	01/4/2006	Tri County Joint E-911 Authority
01/1/2012	Crawford County	07/29/1987	Macon County	12/15/1982	Troup County *
07/5/1985	Crisp County	10/11/1985	Madison County	02/8/1983	Turner County
04/19/1990	Crisp County Power	01/11/1983	Marion County	03/10/1992	Twiggs County
03/16/1984	Cusseta-Chattahoochee Unified Gov't.	12/1/1983	McDuffie County	06/14/1984	Unified Government of Georgetown-Quitman County
07/5/1985	Dade County	01/1/1994	McIntosh County	04/29/1985	Unified Government of Webster County
12/30/1982	Dawson County	01/1/2018	Meriwether County	4/20/1991	Union County
07/10/1983	Decatur County	08/31/2004	Middle Flint Regional 911 Authority	11/1/2011	Valdosta-Lowndes Co. Conference Center & Tourism Authority
05/31/1993	Desoto Trail Regional Library	09/28/1992	Middle Georgia Regional Commission	07/1/1995	Valdosta-Lowndes County Airport Authority
01/1/2009	Dodge County	06/24/1986	Miller County	02/1/2002	Walker County
10/8/1982	Dooly County	02/19/1983	Mitchell County	04/1/2001	Walton County *
01/1/2018	Douglasville-Douglas Co. Water & Sewer Authority*	10/8/1982	Monroe County	06/2/1983	Ware County
11/13/2009	Early County	03/30/1984	Montgomery County	03/16/1993	Warren County
12/1/2007	Eatonton-Putnam Water & Sewer Authority*	02/25/1983	Morgan County	07/1/1993	Washington County *
12/18/1983	Echols County Consolidated Government	08/1/2008	Newton County *	03/21/1985	Wayne County
09/1/1982	Effingham County	02/26/1983	Oconee County	10/18/1983	Wheeler County
01/1/2017	Elbert County	03/22/1993	Oconee Regional Library	04/29/1985	White County
07/1/1982	Emanuel County	01/5/1988	Oglethorpe County	11/5/2009	White County Water Authority
04/15/1983	Evans County	05/13/1985	Paulding County	09/1/2002	Whitfield County *
04/3/1984	Fannin County	05/2/2018	Paulding County Industrial Building Authority	02/7/1986	Wilcox County
02/19/1993	Flint River Regional Library	10/8/1982	Peach County	01/1/2013	Wilkes County
04/12/1986	Franklin County	02/7/1986	Pickens County	08/17/1982	Wilkinson County
08/29/1982	Gilmer County	11/15/1983	Pierce County	04/29/1985	Worth County
02/27/1986	Glascocock County	12/31/1983	Pike County		
07/1/2012	Glynn County *	02/23/2012	Pike County Parks and Recreation Authority		
06/25/1984	Gordon County	06/1/2008	Pike County Water & Sewerage Authority		
		04/9/1985	Polk County		
		08/1/1990	Polk County Water, Sewage & Solid Waste Authority		

\* Large Deductible Member



# COUNTY

[159 COUNTY GOVERNMENTS]

## GROUP SELF-INSURANCE WORKERS' COMPENSATION FUND

### SAFETY DISCOUNT VERIFICATION FORM

If the organization is a member of the ACCG-GSIWCF [workers' comp] Insurance Program, complete this SAFETY DISCOUNT VERIFICATION FORM and return between

August 3, 2020 and September 15, 2020

- The appointed **ACCG-GSIWCF Safety Coordinator** is \_\_\_\_\_  
(Safety Coordinator is responsible for the Safety Program)

Position \_\_\_\_\_ Email: \_\_\_\_\_

- ☐ Yes ☐ No If there is a change in the safety coordinator, please advise if the previous contact is still affiliated with the county to maintain a current database.

#### TRAINING REQUIREMENTS

- **SAFETY COORDINATORS**

☐ COMPLETE SAFETY COORDINATOR MODULES I, II, OR III \_\_\_\_\_  
(COURSE / DATE)

- **ANY MEMBER EMPLOYEE**

☐ ATTEND LGRMS TRAINING COURSE OR WEBINARS \_\_\_\_\_  
(COURSE / DATE)

**DEPARTMENTAL SAFETY MEETINGS** ☐ OCT-DEC ☐ JAN-MAR ☐ APR-JUN ☐ JUL-SEP

**SAFETY COMMITTEE MEETINGS** ☐ OCT-DEC ☐ JAN-MAR ☐ APR-JUN ☐ JUL-SEP

**SAFETY ACTION PLAN [DUE MAY 1<sup>ST</sup> to LGRMS]** \_\_\_\_\_  
(DATE SUBMITTED)

The members of the Board of Commissioners of \_\_\_\_\_ County  
(Name of County)  
hereby verify that they fully comply with the requirements of the Safety Discount Program.

\_\_\_\_\_  
County Chairman Signature

\_\_\_\_\_  
Date

Email [accginsurance@accg.org](mailto:accginsurance@accg.org)



# Notes

Send the **SAFETY DISCOUNT VERIFICATION FORM(S)**

*NO EARLIER* than **August 3, 2020**

and

*NO LATER* than **September 15, 2020**

Thank you for your participation  
in the  
**SAFETY DISCOUNT PROGRAM**

If you have any questions about the **ACCG SAFETY DISCOUNT PROGRAM**,  
please contact Penny Henderson at 404-589-7834 or [phenderson@accg.org](mailto:phenderson@accg.org).