



2022



DISCOUNT

PROGRAM

T H I N K S A F E

For Members of the ACCG Insurance Programs
Get Started **NOW** to meet the Application Deadline
September 15, 2021



LGRMS
RISK CONTROL
ACCG | GMA

**** UPDATES ****

***NEW* CrisisCoordinator Program**

An additional training session may also meet the requirement by **one person completing the 3.5-hour online CrisisCoordinator Program**. A summary will NOT be required, and a certificate will be earned to document the training.

- **Three (3) LGRMS Webinars**

If unable to attend ONE LGRMS regional training session to meet the training requirement, then **three (3) LGRMS Webinars** will be an acceptable substitute. 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.

- **Safety Action Plan**

Develop a *Safety Action Plan* to address your workers' compensation loss trends. Each member will be provided with information and loss runs in February. Send a signed copy by **April 30th** to the Director of Local Government Risk Management Services (LGRMS), Dan Beck at **dbeck@lgrms.com**.

- **Complete Eligibility Requirements**

The 2022 ACCG Safety Discount Program must be completed between **October 1, 2020 and September 15, 2021**.

- **APPLY for the Safety Discount Program**

Submit the ACCG-GSIWCF and/or ACCG-IRMA **Safety Discount Verification Form(s)** to **accginsurance@accg.org** no earlier than **August 2nd** and no later than **September 15th**.

- **Employee Safety Grant**

ACCG-GSIWCF Members who **qualify** for the 2022 *Safety Discount* will be eligible to **apply** for the 2022 **ACCG-GSIWCF Employee Safety Grant**.

- **Electronic Versions**

The 2022 *Safety Discount Program* workbook, the *Safety Action Plan* template and the fillable *Safety Discount Verification Forms* are available on the ACCG website. **accginsurance.org**

The Sample Policies referenced in the workbook are **ONLY** available online, including the legal-sized versions of the *Panel of Physicians* and *Bill of Rights for the Injured Worker*. **accginsurance.org/sdpsamples**

Contact Penny Henderson if you have any questions at 404-589-7834 or **phenderson@accg.org**.



191 Peachtree Street NE Suite 700
Atlanta, Georgia 30303
p 800.858.2224
fax 404.522.1897
accg.org

DATE: **January 2021**

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

COPY: **ACCG-GSIWCF Executive Directors**

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

SUBJECT: **ACCG Safety Discount Program for Authorities**
ACCG - Group Self-Insurance Workers' Compensation Fund 2022 Policy Period

The team members of ACCG Insurance Programs and Local Government Risk Management Services hope that everyone has been staying healthy during this pandemic year. An additional level of safety has been introduced in the daily operation of the local governments and authorities by taking precautions to prevent the spread of the coronavirus. A safer workplace minimizes the frequency and severity of injuries that impact the lives of employees and citizens. Reduced claims also decrease future insurance premiums. The Safety Discount Program is an ongoing, year-round process.

The ACCG - Group Self-Insurance Workers' Compensation Fund Board of Trustees has approved a 7.5% safety discount on the 2022 workers' compensation premium for both counties and authorities. The **2022 ACCG SAFETY DISCOUNT PROGRAM** workbook outlines the requirements the ACCG-GSIWCF members must meet to earn the safety discount.

- o The **SAFETY ACTION PLAN** must be submitted by **APRIL 30, 2021** to Dan Beck at dbeck@lgrms.com, the Director of Local Government Risk Management Services.
- o The **SAFETY DISCOUNT VERIFICATION FORM** must be signed by the Executive Director.
- o Submit the **SAFETY DISCOUNT VERIFICATION FORM** to the email address 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** **NO EARLIER than August 2, 2021** and **NO LATER than September 15, 2021**. If the Safety Discount Verification Form is NOT submitted, then your 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 premium can be further reduced by earning the safety discount through the **ACCG SAFETY DISCOUNT PROGRAM**. Once the ACCG-GSIWCF members receive the safety discount, they 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!



ACCG SAFETY DISCOUNT PROGRAM

ELIGIBILITY REQUIREMENTS

GROUP SELF-INSURANCE WORKERS' COMPENSATION FUND *[Authority]*

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-GSIWCF	7.5% discount	January 1, 2022 Policy Year
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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, 2021**. Local Government Risk Management Services (LGRMS) 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.

THE REQUIREMENTS BELOW APPLY TO MEMBERS OF THE INSURANCE PROGRAMS.
ADDITIONAL REQUIREMENTS FOR ONLY THE GSIWCF MEMBERS ARE ON PAGE 10.

- ☐ 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 to comply with these standards. The Safety Coordinator is responsible for working with management to coordinate the actions below.

SAFETY COORDINATOR RESOLUTION 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 authority vehicles, buildings & grounds, equipment & machinery, and work practices & procedures. LGRMS can provide members with checklists and other assistance to help comply with this requirement.
- **COORDINATE 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, must be maintained to document compliance with this requirement.

Review all incidents and accidents **[INJURY]** impacting employees of the organization. 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.

- ☐ 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.

Due to the Governor's orders regarding the current public health emergency, no regional training is scheduled as of the date of this printing.

However, 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 webinar registrations. Present these documents to the LGRMS Loss Control Representative during the annual audit.

The Training Session requirement may also be met by **one person completing the 3.5-hour online CrisisCoordinator Program**. A summary will NOT be required. The participant will earn a certificate that will document their training.

- ★ **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. A schedule of training sessions administered by LGRMS may be viewed on their website 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, 2021.

- ☐ 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.

Sample policies are located on the website. accginsurance.org/sdpsamples

MODEL SUBSTANCE ABUSE POLICY

OBSERVATION CHECKLIST

PRE-EMPLOYMENT CONSENT AND RELEASE FORM

SAFETY SENSITIVE POSITIONS

- ☐ 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 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

- ☐ 6. A **CELL PHONE POLICY** must be implemented and enforced by the member for 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.

Authority-owned cell phones shall be used for authority business only. All records pertaining to authority-owned cell phones and all records pertaining to approved personnel's personal cell phones that relate to authority 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

☐ 7. SAFETY ACTION PLAN

The 2022 Safety Discount Program, the Safety Action Plan requirement applies to the Authorities who are ACCG-GSIWCF members.

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

- review the authority's claims experience;
- agree on risk reduction goals for the next year; and
- update the Safety Action Plan.

A 'fillable' Safety Action Plan template is provided on the website. accginsurance.org

It is important to understand the root cause and factors contributing to the authority's workers' compensation 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 2022 Safety Discount Program, **please submit a signed copy by April 30th to the LGRMS Director, Dan Beck at dbeck@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 Director / Administrator / Manager			
Leader of #1			
Leader of #2			

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 these loss trends.
- 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 ACCG-GSIWCF Insurance Programs within the Safety Discount section. accg.org/insurance/gsiwcfdiscount
- 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 top associated causes or loss types.
 - c. Additional *Loss Trend Analysis* reports can be requested from your LGRMS Field Representative.
- 5. How are the Focus Offices / Departments identified? N/A**
 - a. Not Applicable to Authorities
- 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 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 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 Executive Director (or the top Director) is 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 **April 30th** to Dan Beck at dbeck@lgrms.com.
- b. The Safety Coordinator and leaders will review the Safety Action Plan at least on a quarterly basis to ensure implementation and goal progress.

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/gsiwcfdiscout

- 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/gsiwcfdiscout

- 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 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

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. See the map on page 13 to find your 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 local governments and authorities 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 in the Directory 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 for an updated DIRECTORY

or EMAIL LgrmsAdmin@lgrms.com

Loss Control Operations

BECK, DAN

Director of Loss Control
(Direct Line) 678-686-6280
Email: dbeck@lgrms.com

WATTS, DENNIS

Training & Communication Manager
(Direct Line) 678-686-6284
(Business Cell) 404-821-3974
Email: dwatts@lgrms.com

CHAPMAN, TAMARA

Office Manager
(Direct Line) 678-686-6283
Email: tchapman@lgrms.com

STEPTER, CORTNEY

Administrative Coordinator
(Direct Line) 678-686-6282
Email: cstepter@lgrms.com

Health Promotion Services

ROBINSON, SHEREA

Health Promotion Services Manager
(Business Cell) 404-821-4741
Email: srobinson@lgrms.com

AMOS, CANDACE

Health Promotion Services Representative
(Business Cell) 404-416-3379
Email: camos@lgrms.com

RINEHART, PAIGE

Health Promotion Services Representative
(Business Cell) 404-295-4979
Email: prinehart@lgrms.com

Loss Control Representatives

SHIELDS, STEVE

Northern Georgia Sr. Loss Control Representative
(Business Cell) 404-416-3920
Email: sshields@lgrms.com

SELLERS, NATALIE

Loss Control Representative for Assigned Members
(Business Cell) 404-904-0074
Email: nsellers@lgrms.com

RYAN, CHRIS

Southwest Georgia Loss Control Representative
(Business Cell) 229-942-2241
Email: cryan@lgrms.com

SCOTT, VINCENT

Southeast Georgia Loss Control Representative
(Business Cell) 470-698-9614
Email: vscott@lgrms.com

Public Safety Risk Consultants

TROTTER, DAVID

Northern Georgia – Sr. Public Safety Risk Consultant
(Business Cell) 706-491-4015
Email: dtrotter@lgrms.com

EARL, MIKE

Southeast Georgia – Public Safety Risk Consultant
(Business Cell) 404-558-8525
Email: mearl@lgrms.com

VACANT

Southwest Georgia – Public Safety Risk Consultant
(Business Cell) 404-615-2420
Email: jhyer@lgrms.com

FIELD REPRESENTATIVE REGIONS



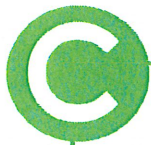
Northern Region
Steve Shields
 sshields@lgrms.com
404.416.3920



Central Region
Natalie Sellers
 nsellers@lgrms.com
404.904.0074

Natalie's Assigned Members

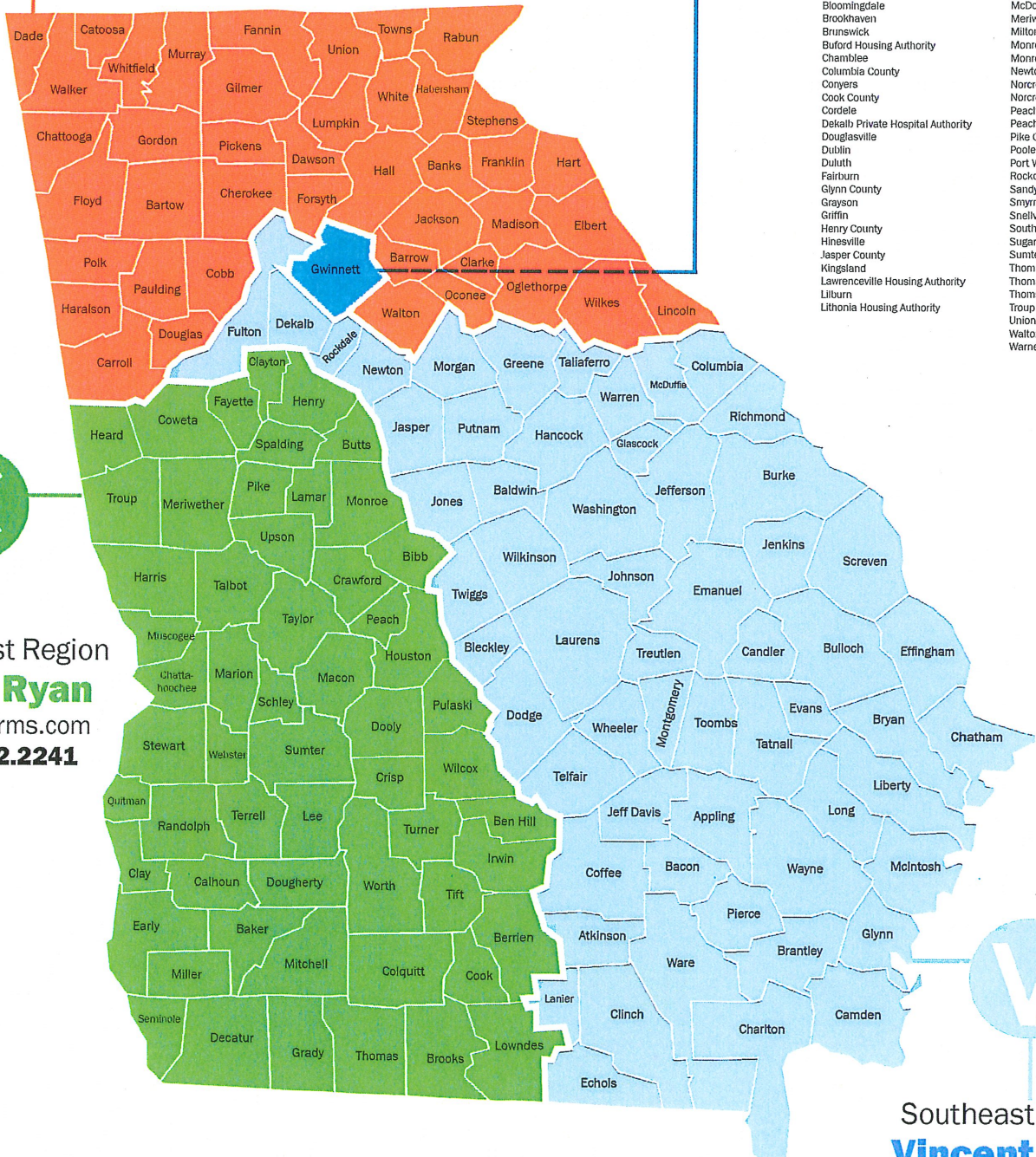
Appling County	Loganville
Barrow County	Lowndes County
Berkeley Lake	Lumpkin County
Bloomington	McDonough
Brookhaven	Meriwether County
Brunswick	Milton
Burford Housing Authority	Monroe County
Chamblee	Monroe County
Columbia County	Newton County
Conyers	Norcross
Cook County	Norcross Housing Authority
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
229.942.2241



Southeast Region
Vincent Scott
 vscott@lgrms.com
470.698.9614



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

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 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 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 safety meetings.
- **SUBMIT the Safety Action Plan by April 30th to Dan Beck, LGRMS Director, at 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.

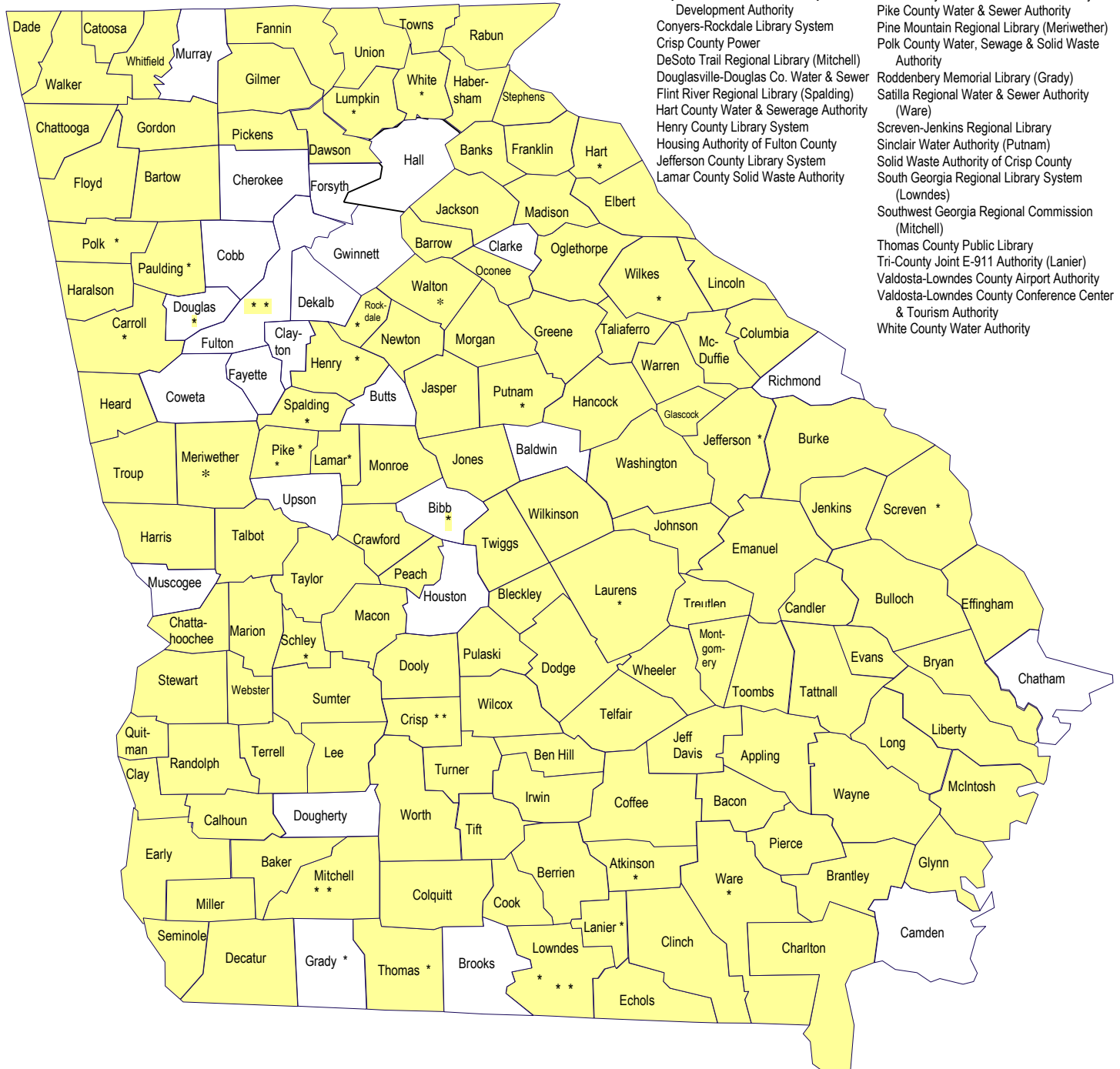
July, August and September.

- The third quarterly Safety Committee Meeting to review all incidents and accidents.
- The third quarterly 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 2, 2021 to September 15, 2021.**



GROUP SELF-INSURANCE WORKERS' COMPENSATION FUND

170 Members/January 2021



- AUTHORITIES(*)**
- Association County Commissioners of Georgia (Fulton)
 - Atkinson County Solid Waste Authority
 - Bartram Trail Regional Library (Wilkes)
 - Carroll County Water Authority
 - City of Dublin & Laurens County Development Authority
 - Conyers-Rockdale Library System
 - Crisp County Power
 - DeSoto Trail Regional Library (Mitchell)
 - Douglasville-Douglas Co. Water & Sewer
 - Flint River Regional Library (Spalding)
 - Hart County Water & Sewerage Authority
 - Henry County Library System
 - Housing Authority of Fulton County
 - Jefferson County Library System
 - Lamar County Solid Waste Authority
 - Lumpkin County Water & Sewerage Authority
 - Middle Flint Regional E- 911 Authority (Schley)
 - Middle Georgia Regional Commission (Bibb)
 - Oconee Regional Library
 - Paulding County Industrial Building Authority
 - Pike County Parks & Recreation Authority
 - Pike County Water & Sewer Authority
 - Pine Mountain Regional Library (Meriwether)
 - Polk County Water, Sewage & Solid Waste Authority
 - Roddenberry Memorial Library (Grady)
 - Satilla Regional Water & Sewer Authority (Ware)
 - Screven-Jenkins Regional Library
 - Sinclair Water Authority (Putnam)
 - Solid Waste Authority of Crisp County
 - South Georgia Regional Library System (Lowndes)
 - Southwest Georgia Regional Commission (Mitchell)
 - Thomas County Public Library
 - Tri-County Joint E-911 Authority (Lanier)
 - Valdosta-Lowndes County Airport Authority
 - Valdosta-Lowndes County Conference Center & Tourism Authority
 - White County Water Authority



AUTHORITY Only

[NOT A COUNTY GOVERNMENT]

DEFINITION OF AUTHORITY: Separate companies created as a means of providing specific services to their citizens

EXAMPLES: Water & Sewer, Libraries, and Development Authorities

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 2, 2021 and September 15, 2021

- 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 APRIL 30TH to LGRMS] _____
(DATE SUBMITTED)

Director of the _____ Authority hereby
(Name of Authority)

verifies that the organization fully complies with the requirements of the Safety Discount Program.

Executive Director Signature

Date

Email accginsurance@accg.org

Send the **SAFETY ACTION PLAN** TO LGRMS
ON **APRIL 30, 2021**

Send the **SAFETY DISCOUNT VERIFICATION FORM**
to ACCG

NO EARLIER than **August 2, 2021**

and

NO LATER than **September 15, 2021**

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.