ACCG
Insurance Programs

2022

SAFETY DISCOUNT PROGRAM

THINK SAFE

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 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 **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. **accginsurance.org/sdpsamples**

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

ACCG
Insurance Programs

DATE: **January 2021**

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
               2022-2023 Policy Period
               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 county governments. A safer work environment now includes taking precautions to prevent the spread of Covid-19 by following the guidelines of the CDC and the executive orders issued by the Governor regarding the coronavirus.

A safe workplace also minimizes the frequency and severity of injuries that impact the lives of employees and citizens, which reduce claims. County leadership performs an active role by committing to the Safety Discount Program, thereby decreasing future insurance premiums. The Safety Discount Program is an ongoing, year-round process.

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 frequency and severity of their property and liability losses with an emphasis on law enforcement; therefore, *the discount is NOT applicable to authorities*.

The **ACCG - Group Self-Insurance Workers' Compensation Fund Board of Trustees** has approved a _7.5% safety discount_ on the 2022 workers' compensation premium. ***The discount is available for both counties and authorities***. The ACCG-GSIWCF members that have received the Safety Discount are now eligible to apply for the *Employee Safety Grant*.

The **2022 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 **April 30, 2021** to Dan Beck with Local Government Risk Management Services at dbeck@lgrms.com. 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 Insurance Program.

- o A **Safety Discount Verification Form(s)** must be signed by the County Chairman. The Executive Director must sign for the Authorities.

- o Submit the **Safety Discount Verification Form(s)** 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(s)** *NO EARLIER* than **August 2, 2021** and *NO LATER* than **September 15, 2021**.

- 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.

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

Insuring Georgia's Counties.

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, 2022-23 Policy Year**

ACCG-GSIWCF   **7.5% discount**   **January 1, 2022 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, 2021**. 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.

THE REQUIREMENTS BELOW APPLY TO MEMBERS OF BOTH INSURANCE PROGRAMS.
ADDITIONAL REQUIREMENTS FOR IRMA ARE ON PAGE 12 AND GSIWCF ON PAGE 14.

☐ 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

o **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 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.

o **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.

o **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.

o **COORDINATE DEPARTMENTAL QUARTERLY SAFETY MEETINGS.** A <u>minimum</u> 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.

o **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.

☐ 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:

o A **DRUG-FREE WORKPLACE NOTICE** on all employment applications and/or in the personnel policy.

o 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 & 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 <u>mandatory</u> 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

☐ 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

☐ 7. SAFETY ACTION PLAN

For the 2022 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 county's claims experience;

- o agree on risk reduction goals for the next year; and

- o 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 county's 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 2022 Safety Discount Program, **please submit a signed copy by April 30th to the Director of Local Government Risk Management Services (LGRMS), Dan Beck, at** dbeck@lgrms.com**.**

SAFETY ACTION PLAN

Member:		Time Period:	

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			

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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 Insurance Programs within the Safety Discount sections.   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 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 Field 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 **April 30th** to 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.

Notes

ACCG

INTERLOCAL RISK MANAGEMENT AGENCY
[Property & Liability]

The following additional 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:

- o 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

- o **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 -
  - o Hiring / Termination
  - o Employee / Supervisor Training
  - o Harassment
  - o EEOC & Non-Discrimination

  Plus -
  - o Motor Vehicle Operations
  - o Pursuit
  - o Use of Force
  - o Arrests
  - o Internal Affairs

- o **Harassment Training** is to be provided to all employees and documented on an annual basis.

o **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 permitted 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 which employees will drive the county vehicles.

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/gsiwcfdiscount

 ○ 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/gsiwcfdiscount

 ○ 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

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 17 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 16.

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
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(Business Cell) 404-821-3974
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CHAPMAN, TAMARA
Office Manager
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STEPTER, CORTNEY
Administrative Coordinator
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Loss Control Representatives

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Northern Georgia Sr. Loss Control Representative
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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

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

Public Safety Risk Consultants

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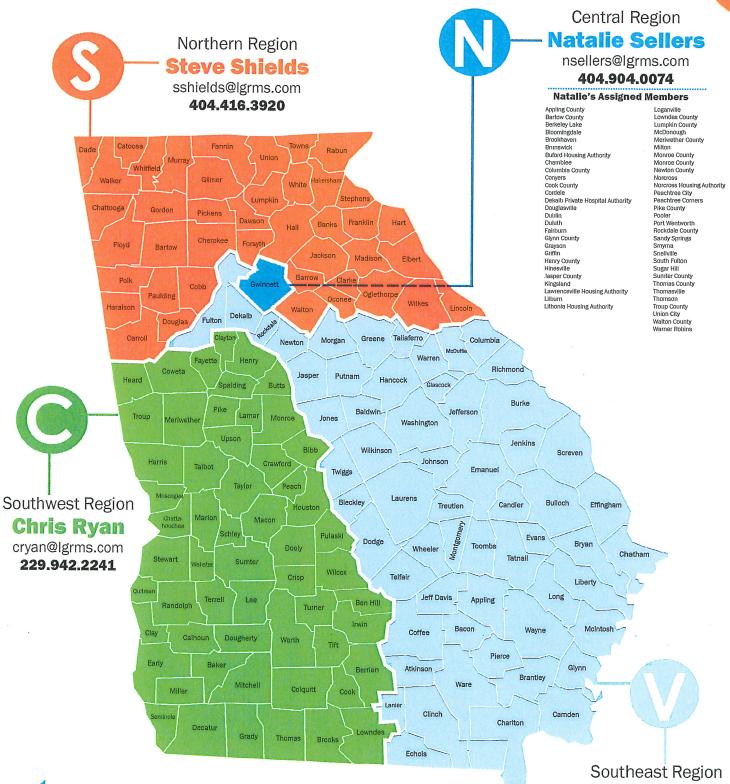Email: dtrotter@lgrms.com

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

S Northern Region
Steve Shields
sshields@lgrms.com
404.416.3920

N Central Region
Natalie Sellers
nsellers@lgrms.com
404.904.0074

Natalie's Assigned Members

Appling County	Loganville
Bartow County	Lowndes County
Berkeley Lake	Lumpkin County
Bloomingdale	McDonough
Brookhaven	Meriwether County
Brunswick	Milton
Buford 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

C Southwest Region
Chris Ryan
cryan@lgrms.com
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V Southeast Region
Vincent Scott
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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

10/09/1987 Appling County	11/24/1993 Franklin County	07/01/1994 Paulding County
10/01/2010 Atkinson County	08/22/2012 Franklin County Building Authority	11/12/2008 Paulding County Airport Authority
07/01/2010 Atkinson County Solid Waste Authority	02/15/2005 Gilmer County	04/01/2007 Paulding County Industrial Building
01/01/2006 Bacon County	08/01/2015 Glascock County	Authority
05/01/2000 Baker County	04/25/2009 Glynn County	05/04/2004 Pierce County
03/01/2003 Baldwin County	10/01/1991 Gordon County	12/31/1997 Pike County
10/01/1987 Banks County	12/31/1987 Grady County	12/01/2009 Pike County Parks and Recreation
01/01/2003 Bartow County	01/01/1996 Greene County	Authority
05/01/2005 Bartow-Cartersville Development Authority	09/20/2016 Habersham County	03/01/2020 Pine Mountain Regional Library
02/01/2003 Bartram Trail Regional Library System	04/01/2007 Hancock County	03/01/1996 Polk County
01/21/2003 Bleckley County	03/05/2014 Haralson County	06/12/2012 Polk County Water, Sewage & Solid
02/15/2015 Brantley County	10/01/2002 Harris County	Waste Authority
11/01/1988 Bryan County	01/01/2003 Hart County	01/15/2004 Pulaski County
10/14/2020 Bryan County Public Facilities Authority	04/01/2007 Hart County Water & Sewer Authority	10/18/2003 Putnam County
04/15/2004 Bulloch County	10/01/2002 Heard County	04/06/1992 Rabun County
12/01/1998 Butts County	02/19/1992 Henry County	01/24/2015 Randolph County
02/01/1998 Butts County Water & Sewer Authority	06/01/2002 Henry County Library System	07/01/1991 Rockdale County
12/05/2017 Candler County	07/01/2000 Houston County	01/01/2002 Satilla Regional Water & Sewer Authority
01/01/2003 Carroll County Water Authority	04/01/2011 Houston County Development	12/31/2002 Schley County
06/01/1991 Charlton County	Authority	10/01/1987 Screven County
03/05/2003 Chattooga County	07/10/1988 Jackson County	06/15/2008 Seminole County
01/01/2017 City of Dublin & County of Laurens	10/04/1998 Jasper County	07/01/2003 Sinclair Water Authority
Development Authority	03/15/2001 Jasper County Water & Sewer	04/01/1997 South Georgia Regional Library System
10/01/1987 Clay County	Authority	07/01/2004 Southwest Georgia Regional
10/01/1987 Clinch County	03/02/2005 Jeff Davis County	Commission
02/01/2011 Clinch County Development Authority	07/01/1993 Jefferson County	12/31/1999 Stephens County
08/01/2006 Coastal Plain Regional Library	01/01/2003 Jefferson County Library System	10/06/2005 Stephens County Development Authority
01/01/2005 Coffee County	05/15/2015 Jenkins County	07/17/1988 Stewart County
07/01/1991 Colquitt County	10/26/1992 Johnson County	07/17/1988 Stewart County Water Sewer Authority
10/01/1994 Columbia County	03/12/2019 Joint Development Authority of Jasper	01/01/2004 Sumter County
07/24/2003 Conyers-Rockdale Library System	Morgan, Newton, and Walton County	05/01/2011 Talbot County
06/07/1997 Cook County	04/19/2005 Jones County	04/26/2003 Taliaferro County
12/12/2000 Crawford County	02/20/1988 Lamar County	11/01/2004 Tattnall County
09/01/2001 Crisp County	07/01/2019 Lamar County Solid Waste Authority	12/31/2012 Taylor County
03/05/1998 Cusseta-Chattahoochee Unified Government	12/31/2000 Laurens County	10/05/1992 Telfair County
03/01/1995 Dade County	01/13/2003 Lee County	07/01/1992 Terrell County
03/01/1998 Dawson County	07/15/2003 Lee County Utilities	05/14/1993 Thomas County
07/12/2013 DeKalb County Private Hospital Authority	08/01/2020 Lincoln County	05/23/2011 Thomas County Public Library
01/24/2005 Decatur County	04/01/1994 Long County	02/01/1991 Tift County
10/01/2004 Development Authority of Bartow County	08/17/2012 Lower Chattahoochee Regional	07/01/1996 Towns County
11/10/2020 Development Authority of Bryan County	Transit Authority	07/01/1991 Treutlen County
03/14/2012 Development Authority of DeKalb County	07/01/1994 Lowndes County	10/01/2009 Treutlen County Development Authority
10/01/2002 Development Authority of Jefferson County	09/19/1997 Lumpkin County	01/01/2006 Tri County Joint E-911 Authority
01/22/2001 Development Authority of Monroe County	01/01/2001 Lumpkin County Water & Sewerage	08/01/1992 Turner County
07/20/2012 Development Authority of Rabun County	Authority	11/06/1993 Twiggs County
09/10/2020 Development Authority of Walton County	01/15/2001 McDuffie County	10/01/1987 Unified Government of
10/01/2004 Development Authority of Washington County	05/30/2002 McIntosh County	Georgetown-Quitman County
05/25/1999 Dodge County	07/01/2002 McIntosh County Industrial	04/01/1998 Unified Government of Webster County
09/01/2003 Douglasville-Douglas Co. Water & Sewer	Development Authority	02/11/2002 Union County
Authority	04/01/2006 Meriwether County	09/11/1997 Upper Oconee Basin Water Authority
10/01/2002 Early County	08/04/2010 Meriwether County Water and	02/23/2000 Valdosta-Lowndes Co. Conference
02/03/1995 Echols County Consolidated	Sewerage Authority	Center & Tourism Authority
Government	08/31/2004 Middle Flint Regional 911 Authority	06/04/1995 Valdosta-Lowndes County Airport Authority
10/01/1987 Effingham County	03/26/1995 Miller County	07/01/2007 Walton County
01/01/2017 Elbert County	01/17/1992 Mitchell County	02/18/2017 Warren County
10/01/2000 Emanuel County	02/01/1999 Monroe County	01/12/1988 Washington County
10/1/2002 Emanuel County Development Authority	09/08/2002 Montgomery County	10/01/2002 Washington County Airport Authority
01/01/1999 Evans County	04/03/1991 Morgan County	10/01/1987 Wayne County
12/01/2016 Fall Line Regional Development Authority	09/25/2017 Moultrie-Colquitt County Parks and	07/01/1999 White County
12/01/1995 Fannin County	Recreation Authority	01/01/2003 Whitfield County
01/01/2015 Fannin County Water Authority	10/01/1987 Oconee County	01/19/2003 Wilcox County
01/14/2003 Flint River Regional Library	07/15/1997 Oconee County Industrial	08/03/1993 Wilkinson County
04/01/2005 Floyd County	Development Authority	07/01/2016 Worth County
12/31/2001 Forsyth County	04/15/1988 Oglethorpe County	

ACCG
Insurance Programs

COUNTY

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 2, 2021 and **September 15, 2021**

- 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 APRIL 30ᵀᴴ 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**

GROUP SELF INSURANCE WORKERS COMPENSATION FUND
Workers Compensation
170 Members / January 2021

Date	Member	Date	Member	Date	Member
07/01/1982	ACCG	10/1/2016	Habersham County	08/1/1990	Polk County Water, Sewage & Solid Waste Authority
02/24/1983	Appling County	09/1/2000	Hancock County		
07/22/1982	Atkinson County	10/1/2009	Haralson County	03/1/2002	Pulaski County
07/23/1997	Atkinson County Solid Waste Authority	01/1/1990	Harris County	07/1/1982	Putnam County
09/21/1983	Bacon County	10/8/1982	Hart County	03/12/1983	Rabun County
05/22/1985	Baker County	09/25/2007	Hart County Water & Sewer Utility	11/6/2009	Randolph County
09/12/1982	Banks County	01/1/2002	Heard County	07/28/1984	Rockdale County
10/15/1992	Barrow County	03/17/1992	Henry County *	02/24/1994	Roddenbery Memorial Library
05/29/1991	Bartow County *	06/1/2002	Henry County Library System	01/01/2002	Satilla Regional Water & Sewer Authority
02/01/2003	Bartram Trail Regional Library System	05/11/1995	Housing Authority Of Fulton County	04/29/1985	Schley County
08/01/1991	Ben Hill County	11/20/2009	Irwin County	07/22/1982	Screven County
01/22/1986	Berrien County	10/31/1985	Jackson County	01/10/1992	Screven-Jenkins Regional Library
01/10/1986	Bleckley County	02/23/1983	Jasper County	06/15/1995	Seminole County
03/1/1983	Brantley County	7/14/1986	Jeff Davis County	01/1/2009	Sinclair Water Authority
01/29/1983	Bryan County	10/1/2009	Jefferson County	07/3/2012	Solid Waste Authority of Crisp County
07/2/1982	Bulloch County	03/1/2008	Jefferson County Library System	04/1/1997	South Georgia Regional Library System
08/6/1986	Burke County	04/14/1986	Jenkins County	07/1/2004	Southwest Georgia Regional Commission
04/1/1990	Calhoun County	04/3/1983	Johnson County		
01/10/1986	Candler County	02/26/1983	Jones County	06/1/2005	Spalding County *
05/13/1985	Carroll County *	11/30/1983	Lamar County	01/1/1997	Stephens County
01/2/2002	Carroll County Water Authority	01/1/2010	Lamar County Solid Waste Authority	07/20/1988	Stewart County
01/23/1989	Catoosa County	11/30/1983	Lanier County	01/1/1991	Sumter County
05/5/1986	Charlton County	07/1/1982	Laurens County	12/4/1982	Talbot County
01/1/1986	Chattooga County	05/27/1986	Lee County	07/1/1982	Taliaferro County
01/1/2017	City of Dublin & Laurens County Development Authority*	09/2/1991	Liberty County	02/7/1986	Tattnall County
		11/7/2015	Lincoln County	04/29/1985	Taylor County
02/22/1984	Clay County	07/14/1986	Long County	08/1/1984	Telfair County
12/19/1986	Clinch County	07/22/1982	Lowndes County *	09/1/1988	Terrell County
11/4/1988	Coffee County	10/30/2009	Lumpkin County	07/22/1982	Thomas County
01/1/2006	Colquitt County	01/1/2012	Lumpkin County Water & Sewerage Authority	07/14/1992	Thomas County Public Library
01/1/1983	Columbia County *			08/17/1982	Tift County
06/10/2003	Conyers-Rockdale Library System	07/29/1987	Macon County	04/27/1989	Toombs County
04/7/1983	Cook County	10/11/1985	Madison County	10/1/1996	Towns County
01/1/2012	Crawford County	01/11/1983	Marion County	07/1/1982	Treutlen County
07/5/1985	Crisp County	12/1/1983	McDuffie County	01/4/2006	Tri County Joint E-911 Authority
04/19/1990	Crisp County Power	01/1/1994	McIntosh County	12/15/1982	Troup County *
03/16/1984	Cusseta-Chattahoochee Unified Government	01/1/2018	Meriwether County	02/8/1983	Turner County
		08/31/2004	Middle Flint Regional 911 Authority	03/10/1992	Twiggs County
07/5/1985	Dade County	09/28/1992	Middle Georgia Regional Commission	06/14/1984	Unified Government of Georgetown-Quitman County
12/30/1982	Dawson County	06/24/1986	Miller County		
07/10/1983	Decatur County	02/19/1983	Mitchell County	04/29/1985	Unified Government of Webster County
05/31/1993	Desoto Trail Regional Library	10/8/1982	Monroe County	4/20/1991	Union County
01/1/2009	Dodge County	03/30/1984	Montgomery County	11/1/2011	Valdosta-Lowndes Co. Conference Center & Tourism Authority
10/8/1982	Dooly County	02/25/1983	Morgan County		
01/1/2018	Douglasville-Douglas Co. Water & Sewer Authority*	08/1/2008	Newton County *	07/1/1995	Valdosta-Lowndes County Airport Authority
		02/26/1983	Oconee County	02/1/2002	Walker County
11/13/2009	Early County	03/22/1993	Oconee Regional Library	04/1/2001	Walton County *
02/18/1983	Echols County Consolidated Gov't.	01/5/1988	Oglethorpe County	06/2/1983	Ware County
09/1/1982	Effingham County	05/13/1985	Paulding County	03/16/1993	Warren County
01/1/2017	Elbert County	05/2/2018	Paulding County Industrial Building Authority	07/1/1993	Washington County *
07/1/1982	Emanuel County			03/21/1985	Wayne County
04/15/1983	Evans County	10/8/1982	Peach County	10/18/1983	Wheeler County
04/3/1984	Fannin County	02/7/1986	Pickens County	04/29/1985	White County
02/19/1993	Flint River Regional Library	11/15/1983	Pierce County	11/5/2009	White County Water Authority
01/1/2019	Floyd County*	12/31/1983	Pike County	09/1/2002	Whitfield County *
04/12/1986	Franklin County	02/23/2012	Pike County Parks and Recreation	02/7/1986	Wilcox County
08/29/1982	Gilmer County	06/1/2008	Pike County Water & Sewerage Authority	01/1/2013	Wilkes County
02/27/1986	Glascock County			08/17/1982	Wilkinson County
07/1/2012	Glynn County *	3/1/2020	Pine Mountain Regional Library	04/29/1985	Worth County
06/25/1984	Gordon County	04/9/1985	Polk County		
07/2/1982	Greene County				* Large Deductible Member

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)

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**

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 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 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 <u>August 2, 2021 to September 15, 2021</u>.**

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

Send the **SAFETY** Discount Verification Form(s)

to ACCG

NO EARLIER than **August 2, 2021**

and

NO LATER than **September 15, 2021**

Thank you for your participation
in the
ACCG 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.

ACCG Insurance Programs
191 Peachtree Street, Suite
700 Atlanta, GA 30303