



LGRMS On-Site Training List

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1. Human Resource

a) **Employee Workplace Harassment / Discrimination**

Teach your employees to recognize sexual harassment in all its forms, identify situations where they risk improper conduct, and avoid contributing to a hostile workplace. Taught by Chris Ryan (1 hour)

b) **Supervisor Workplace Harassment/Discrimination**

Superiors will learn their roll & responsibilities managing harassment / discrimination issues. Taught by Chris Ryan (1 hour)

c) **Personnel Management Seminar**

This course is made up of three modules that can also be given separately. Geared toward administrators, managers, clerks, department heads, or supervisors. The *Harassment* section can also be specifically geared as a separate class for all employees. Taught by Chris Ryan. (3 to 4 hours)

- **Basic Interviewing** - How to Hire Without Getting Fired. Discusses interview do's and don'ts, topics to avoid, a checklist for reviewing applicant resumes/applications, and other practical information.
- **Supervisor Workplace Harassment/Discrimination** - Superiors will learn their roll & responsibilities managing harassment / discrimination issues.
- **Employee Discipline and Discharge** - Be Consistent, Document, and Do It Now. Discusses ten basic rules that should be carefully followed before making a final decision to involuntarily terminate an employee for disciplinary reasons.



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2. **Safety Coordinator Modules**

a) **Introduction to Local Government Safety Coordinator - Module 1**

This class that will take you on a tour of duty of the position of Safety Coordinator. We will cover the duties and responsibilities of the local government safety coordinator, and discuss tools, resources, accident/incident investigation, safety training, inspections, and hazard identification. Taught by LGRMS staff. (3.5 hours)

b) **Safety Coordinator Module 2 - Accident/Incident Investigation & Audits/Inspections**

This class continues to focus on activities and tactics to help prevent accidents on the job and thus lessen the exposure to all forms of accidental loss. Module 2 covers: 1) Accident/Incident Investigation—Determining the Who, What, When, Where, and Why an accident happened; and 2) Audits/Inspections that covers using audits and inspections to identify existing or potential hazards. Taught by LGRMS staff. (3.5 hours)

c) **Safety Coordinator Module 3 - Workplace Hazard Analysis & Motor Fleet Safety**

This class deals with the duties of the designated safety coordinator or those with responsibilities for safety and loss control. Module 3 covers: 1) Workplace Hazards—How to identify workplace hazards, developing safety roles for employees, and workplace safety policies; and 2) Motor Fleet Safety—We will discuss fleet safety to include maintenance operations and operator training and selection. Taught by LGRMS staff. (3.5 hours)

d) **Safety Coordinator Module 4 - Developing an effective Safety Committee**

This class deals with the value of having a good safety committee. Students will learn how to establish an effective safety committee within their organization. Taught by LGRMS staff. (4 hours)



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3. Leadership & Safety Team Training

a) **How Leaders Reduce Risk**

Students will learn the roll of leadership in developing a safety culture and how that results in risk reduction. Course includes basic review of employee engagement, risk assessments, incident investigation, loss analysis, and action planning. Taught by Dan Beck. (2 to 3 hours)

b) **Safety Culture & Employee Engagement**

You will learn the elements of a good safety culture and how to get employees engaged in your safety process. Taught by Dan Beck (1 hour)

c) **Supervising for Safety**

This program is for administrators, department heads, and supervisors. A ten-point *Tour of Duty* takes the participant through areas of leadership and supervision to obtain the best from their employees relating to safe performance. This course is available to be taught *onsite* at your location. Taught by LGRMS staff. (2 hour)

d) **Are You a Safety Partner?**

Attendees will learn how to protect themselves and fellow employees from injury, and the steps required after an injury. A presentation geared as a follow-up to the *Supervising for Safety* class. Taught to all employees explaining the role and responsibility of everyone in working as a *team* for overall safe operations. Taught by LGRMS staff. (1 hour)

e) **Accident Investigation**

A program covering the practical aspects of determining the who, what, when, where, and why of worker injuries and potential liability incidents. The program walks the attendee through the importance of investigating accidents. Taught by LGRMS staff for department heads, supervisors, and safety coordinators. (2 hours)

f) **Audits/ Inspection**

Students will learn the basic steps of how to conduct an inspection and how to set up an inspection program within their organization. Taught by LGRMS staff for department heads, supervisors, and safety coordinators. (2 hours)

g) **LGRMS Overview**

Students will be provided with an overview of LGRMS. This overview will include staff, mission, and available services (training, evaluations, loss analysis, action planning, etc....). Taught by LGRMS Staff. (1 hour)

h) **Problem Solving Training**

Students will learn a formal systematic process on how to define, solve and document a problem. The attendees will have hands-on exposure to the 8-step problem solving process, "Plan – Do – Check – Act (PDCA)" used to identify, prioritize, and control risks. Taught by LGRMS Staff. (4 hours)



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i) **Preventing Workplace Accidents**

Students will learn a six-step approach to preventing workplace incidents. This training will cover accident/incident investigation, audits/self-inspections, safety training, hazard identification, safety rules, and culture change. Taught by LGRMS Staff. (3 hours)



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4. General Employee Safety

a) **Slip, Trip and Fall**

This training will review some common causes for slips, trips and falls that occur in the workplace. It will also review how to keep workers safe from these preventable accidents. Taught by LGRMS staff. (1 hour)

b) **Back Injury Prevention**

This program is focused to help prevent back injury on the job. It is for people in all walks of life and can be used for heavy lifting as well as objects that may have to be picked up in an office setting. These practices can help workers protect themselves from the most disabling disease in America. Taught by LGRMS staff. (1 hour)

c) **Confined Space Awareness**

This course is designed to provide the person entering or responsible for confined spaces with the necessary information on permitting entry for confined spaces, safety procedures, air quality testing, entry and exit procedures using tripod, harness, and breathing apparatus. Applicable for Water, Waste Water, Public Works, and Fire and EMS Departments. Taught by Dennis Watts & Vincent Scott. (4 hours)

d) **Bloodborne Pathogens**

This program deals with the numerous important safety aspects for employees who are exposed to hazardous agents and substances that fall under the category of bloodborne pathogens, such as bacteria, germs, parasites, and viruses such as hepatitis, HIV, etc. Detailed discussions regarding the dangers of these agents, methods of exposure for personnel, protective measures (personal protective equipment, universal precautions, decontamination procedures), proper warnings and labeling, and what to do if exposed are offered in this timely and up-to-date seminar. Taught by Dennis Watts. (4 hours)

e) **Trenching and Excavation Awareness**

This course explores the numerous hazards and control techniques available when local government personnel dig trenches or open holes for repairs or construction. From the dynamics of shifting soils, to proper tactics and procedures, to rescue devices and preventive measures, this course is designed for all who dig as a course of their duties. Taught by Dennis Watts and Vincent Scott. (4 hours)

f) **General Office Safety**

This training is designed for officer personnel. The three-part series covers general office safety, office ergonomics and office safe lifting. Taught by LGRMS Staff. (1.5 hours)

g) **Let' Get Comfortable / Ergonomics**

This training course covers a number of practical ergonomic goals for employees to apply to their work such as maximizing neutral body postures and avoiding awkward postures. Also, methods are explained in reducing static and forceful forces, promoting efficient body mechanics and methods necessary to take care of the human body to prevent cumulative injury. Taught by LGRMS Staff. (1 hour)



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h) Heavy Equipment Training

This course will cover the basics for remaining safe around heavy equipment as well as some specific concepts and guidelines for you to follow when working with and around heavy construction equipment. Taught by Steve Shields and Vincent Scott. (4 hours)

i) Work Zone Safety

This course is for Public Works or Street & Road Departments to help them know how to set up road maintenance zones that are effective in preventing employee and public injuries. Coordinated through LGRMS but taught by the Local Technical Assistance Program (LTAP) of the Georgia DOT. (4 hours)



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5. **Safe Motor Vehicle Operation**

a) **National Safety Council's Defensive Driving Course (DDC)**

The NSC Defensive Driving Course teaches drivers how to recognize and react to immediate and potential hazardous driving situations and conditions. Our instructor-led, classroom courses provide collision prevention strategies and defensive driving techniques that focus on behavior, judgement, decision making and consequences. Taught by NSC Certified Instructors on the LGRMS staff. (6 hours)

b) **Distracted Driving (Classroom and hands-on course)**

Student will learn the basics about distracted driving in a ½ hour classroom course, and then receive hands-on training using golf carts / gators. Taught by Steve Shields. (4 hours)

c) **Distracted Driving Train-the-Trainer**

Teach member employees how to set up and train fellow employees on the Distracted Driving Course. Taught by Steve Shields. (4 hours)

d) **Seven Tenths of a Second**

Students will learn what happens in a vehicle collision in seven tenths of a second and reason we need to buckle up. Taught by LGRMS Staff. (1 hour)

e) **Changing Distracted Driving Behavior**

Distracted driving is one of the leading causes of motor vehicle incidents. Within this course, students will learn the root cause of distracted driving, the limitation of the human brain, and techniques/methods to prevent distractions & change behaviors. Taught by Dan Beck. (1 hour)

f) **Safe Vehicle Backing**

Teaches students to use proper backing techniques for backing a vehicle. ½ hour classroom followed by a hands-on backing cone course. Taught by LGRMS staff. (6 hours)

g) **Safe Vehicle Backing Train-the-Trainer**

Within this course, trainers will learn how present a ½ classroom course and set up a backing obstacle course. Taught by LGRMS Staff. (6 hours)



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6. Public Safety Focused Training

a. **STEER – Surviving Today's Emergency Vehicle Response**

Law Enforcement and Fire/EMS driving can be extremely hazardous due to emergency response situations, and everyday traffic / road / environmental conditions. This course is designed to reduce the risk of public safety driving through the discussion of choices involving physical, cognitive, and visual driving techniques. Students will learn multiple driving techniques to reduce the risk of driving incidents. This training is designed to be paired with the use of one of LGRMS's three driving simulators. The driving simulator scenarios allow the students to reinforce the techniques discussed within this training. Taught by the LGRMS PSRC Team. (3 hours)

b. **Decision Based Driver Training Simulator**

Law Enforcement and Fire/EMS driving can be extremely hazardous due to emergency response situations, and everyday traffic / road / environmental conditions. This course reviews the dynamics of vehicle operation, the Georgia State Traffic Law, Due Regard, operation within department policy, safe driving techniques, and real examples of public safety motor vehicle operation. Students will reinforce the driving techniques discussed in STEER using one of LGRMS's 3 simulators. These simulated driving scenarios focus on "real world" public safety driving situations. Taught by the LGRMS PSRC Team. (2 hours per 3 students)

c. **Below 100**

Below 100 is an officer safety and survival course focusing on the initiative to reduce police line-of-duty deaths to fewer than 100 per year. This training covers the real facts of how line-of-duty deaths are occurring across the country and what can be done to address the problem. Led by a team of experienced law enforcement professionals, Below 100's Five Tenants are designed to change police culture and save lives. Taught by the PSRC Team. (4 hours)

d. **De-escalation/ Response to Resistance Training**

This course is designed to teach and reinforce De-Escalation techniques and Use of Force in response to resistance guidelines. The course is taught using a combination of Classroom and Use of Force simulator. Students will review and discuss Georgia state law, 4th and 14th amendments to the United States Constitution, as well as Case law pertaining to the Use of Force by Law Enforcement officers. Students will participate in scenarios which they will have to react to different situations when interacting with the public and debrief with an after action review as a group. Course meets the Georgia P.O.S.T council requirements for De-Escalation and Use of Force requirements. Students will receive 6 hours of P.O.S.T training credit. (6 Hours)



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7. Health Promotions

<p>Title: A Guide to Back Injury Prevention and Safe Lifting</p> <p>Description: The parts that make-up your back, causes and types of injuries, how you can prevent injuries, and proper lifting techniques.</p>	<p>Title: Anthem Health and Wellbeing</p> <p>Description: Services and benefits available to you through one of the most comprehensive health management programs in the industry.</p>
<p>Title: Be Active Your Way</p> <p>Description: Physical activity guidelines for adults.</p>	<p>Title: Be Good on the Go</p> <p>Description: Healthy fast-food tips.</p>
<p>Title: Breast Cancer</p> <p>Description: What breast cancer is, early detection, and ways of prevention.</p>	<p>Title: Cardiovascular Health</p> <p>Description: An overview of cardiovascular health and heart conditions that include diseased vessels, structural problems, and blood clots.</p>
<p>Title: Cooking Made Healthy</p> <p>Description: Healthy cooking methods (with optional food demonstration).</p>	<p>Title: Dogs Lose, You Win!</p> <p>Description: Slim your dog and shape up yourself.</p>
<p>Title: Eat This, Not That</p> <p>Description: Food choices and swapping items aimed at improving health.</p>	<p>Title: Eating to Avoid Diabetes</p> <p>Description: Diabetes and how nutrition plays an integral role.</p>
<p>Title: The Elusive Metabolism Boost</p> <p>Description: Ways to rev up your metabolism.</p>	<p>Title: Exercise at Your Desk</p> <p>Description: What are the sitting diseases and ways to move more while at work.</p>
<p>Title: Freshstart</p> <p>Description: 4-week group-based tobacco cessation counseling program designed to help you quit tobacco.</p>	<p>Title: Health Care Consumerism</p> <p>Description: How to better care for yourself and help decrease emergency room visits.</p>
<p>Title: Health Risk Assessments (HRAs)</p> <p>Description: Brief confidential personal health analysis with receipt of advice from a confidential wellness report.</p>	<p>Title: Healthy Holiday Eating</p> <p>Description: 12 healthy tips to survive a holiday eating frenzy.</p>



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<p>Title: Healthy Through the Holidays</p> <p>Description: How to maintain healthy eating habits during feasts.</p>	<p>Title: Heart Health (6-week program)</p> <p>Description: 6-week heart health program to gain a better understanding of how the heart works, cardiovascular disease, and what you can do to keep your heart healthy.</p>
<p>Title: Heart Smart</p> <p>Description: Your heart, cardiovascular diseases, and risk factors.</p>	<p>Title: Here Comes the Sun</p> <p>Description: Sun and heat safety.</p>
<p>Title: How to Age Gracefully</p> <p>Description: Ways of aging gracefully from good skin care to managing stress and everything in between.</p>	<p>Title: Kindness</p> <p>Being grateful and performing positive actions with no expectations.</p>
<p>Title: Know Yourself</p> <p>Description: The importance of knowing your numbers and family history.</p>	<p>Title: LiveHealth Online and LiveHealth Online Psychology</p> <p>Description: The online, two-way video that connects participants with U.S. Board Certified doctors (medical, psychologist, or therapist) over the Internet.</p>
<p>Title: LunchWell</p> <p>Description: How do you spend your lunch break?</p>	<p>Title: Losing Weight the Healthy Way</p> <p>Description: Weight and the importance of making healthy changes that will create a difference.</p>
<p>Title: Mental Health Awareness</p> <p>Description: What mental health is and breaking the stigma.</p>	<p>Title: Myth Busters (Food and nutrition)</p> <p>Description: Debunking the myths and exposing the truths about your diet.</p>
<p>Title: Nutrition and Physical Activity Guidelines</p> <p>Description: Recommendations about nutrition and physical activity.</p>	<p>Title: Nutritional Guidelines for Reducing Your Risk of Cancer</p> <p>Description: Recommendations about foods that help reduce cancer risk.</p>
<p>Title: Prostate Cancer</p> <p>Description: What prostate cancer is, early detection, and ways of prevention.</p>	<p>Title: Save A Life</p> <p>Description: Heart and stroke education.</p>
<p>Title: Say Ahh: Think Mouth Think Health</p> <p>Description: An overview of oral health.</p>	<p>Title: The Silent Killer: Quiet Truths About Hypertension (High blood pressure)</p> <p>Description: What hypertension is, how to manage it, and ways to prevent or reduce it.</p>



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<p>Title: Stress Management</p> <p>Description: Recognizing common signs of stress and how to manage them using special techniques (available for target-specific departments: Office/Administration, Law Enforcement, EMS, and Public Works).</p>	<p>Title: Substance Abuse</p> <p>Description: The impact of substance abuse in the workplace and ways to help deal with it.</p>
<p>Title: Supermarket Survival Training</p> <p>Description: How supermarkets are designed and strategies to avoid over-purchasing (with optional field trip to local grocery store).</p>	<p>Title: Surviving the Holidays</p> <p>Description: 12 tips to beat the holiday blues (holiday emotional wellbeing).</p>
<p>Title: Sweet Dreams</p> <p>Description: How to get better sleep for a better you.</p>	<p>Title: Team Building Challenges and Opportunities</p> <p>Description: Activities that enhance workplace communication and collaboration to improve effectiveness and efficiency.</p>
<p>Title: Thyroid Health</p> <p>Description: Basics about the thyroid, conditions affecting it, and how to keep it healthy.</p>	<p>Title: Tobacco Awareness</p> <p>Description: Facts about tobacco, related diseases, and quitting methods.</p>
<p>Title: The Truth About GMOs & Organics</p> <p>Description: Facts about genetically modified foods, organic foods, and the techniques used to produce each kind.</p>	<p>Title: Understanding Diabetes</p> <p>Description: The most common form of diabetes, complications, symptoms, diagnosis, and treatment.</p>
<p>Title: Vitamin Deficiency</p> <p>Description: Various vitamins, foods rich in those vitamins, and why it is important to get enough of each vitamin.</p>	<p>Title: Water and Hydration</p> <p>Description: How water affects various parts of the body, the importance of staying properly hydrated, and how much water is needed each day.</p>
<p>Title: Weight Gain Shockers</p> <p>Description: Surprising reasons you're gaining weight.</p>	<p>Title: Weight Management</p> <p>Description: Understanding what healthy weight is and keys to reaching it.</p>
<p>Title: Wellness, Fitness, and Lifestyle Management</p> <p>Description: Intro to wellbeing dimensions and health goal planning (employees learn about stages of change and managing life to accomplish health goals).</p>	<p>Title: What's Holding You Back?</p> <p>Description: Knowing what motivates you and tips for exercise and nutrition success.</p>



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<p>Title: What's in That?</p> <p>Description: Reading and understanding nutrition labels.</p>	<p>Title: What's on Your Plate?</p> <p>Description: Tips for a healthy plate.</p>
<p>Title: Working in Cold Environments</p> <p>Description: Cold stress and safety.</p>	<p>Title: Workplace Ergonomics</p> <p>Description: How to work smarter, not harder by fitting the task to the employee (with optional assessments) (available for target-specific departments: Office/Administration, Law Enforcement, EMS, and Public Works).</p>
<p>Title: Yoga at Your Desk</p> <p>Description: Ways to reduce stress, relieve discomfort, and re-energize while at work.</p>	