

The opinions expressed in this newsletter are those of the author's and do not reflect the views of LGRMS, ACCG, or GMA.

CLEAN UP FOR *Safety* P.23

Also in this issue
NEW YEAR, NEW ADVENTURE
LGRMS FOCUS AREA

SAFETY THEME

DOWNLOAD THIS
MONTH'S SAFETY POSTER

HEALTH PROMOTION SERVICES

CHECK OUT THE LIVING
WELL GEORGIA CORNER

RISK/LIABILITY

CHECK OUT THIS MONTH'S
LIABILITY BEAT

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3500 Parkway Lane
Suite 110
Peachtree Corners, GA 30092

www.lgrms.com

UPCOMING WEBINARS AND TRAINING EVENTS

SAFETY COORDINATOR I HALF DAY | 8:30AM - 11:30PM

January 24 - Tifton, GA
January 31- Statesboro, GA
February 07 - Macon, GA
February 15 - Cartersville, GA
March 7 - Cornelia, GA

SAFETY COORDINATOR II HALF DAY | 12:30PM - 3:30PM

January 24 - Tifton, GA
January 31- Statesboro, GA
February 07 - Macon, GA
February 15 - Cartersville, GA
March 7 - Cornelia, GA

SAFETY COORDINATOR III HALF DAY | 8:30AM - 11:30PM

January 25 - Tifton, GA
February 1 - Statesboro, GA
February 07 - Macon, GA
February 15 - Cartersville, GA
March 7 - Cornelia, GA

SAFETY COORDINATOR V HALF DAY | 12:30PM - 3:30PM

January 25 - Tifton, GA
February 1- Statesboro, GA
February 08 - Macon, GA
February 16 - Cartersville, GA
Mach 7 - Cornelia, GA

LAW ENFORCEMENT RISK MANAGEMENT TRAINING FULL DAY | 8:30AM - 4:30PM

January 26 - Tifton, GA
February 02 - Statesboro, GA
February 09 - Macon, GA
February 14 - Cartersville, GA
March 09 - Gainesville, GA

WORKERS COMPENSATION 101 PROGRAM TRAINING HALF DAY | 8:30AM - 12:30PM

March 28 - Tifton, GA
April 18 - Statesboro, GA
May 16 - Macon, GA
July 18 - Gainesville, GA
August 15 - Cartersville, GA

IMPORTANT NOTE:

Dates may be subject to change. Please check the LGRMS website for the most current listing of training events in your area. Please visit:

www.lgrms.com/trainingeventcalendar



Welcome to the January combined edition of SHARE, the monthly publication of Local Government Risk Management Services (LGRMS). SHARE is sent to all GIRMA/IRMA, WC, and Life & Health members 10 times per year.

SHARE has two sections: (1) a general safety, risk, and health section, and (2) a worker safety-focused section similar to the old Safety Theme.

We cover those topics and issues most relevant to Local Governments in Georgia, plus some new features. We look forward to your feedback. The LGRMS SHARE is published on or around the 20th of each month. If you are not currently on the distribution list to receive our monthly newsletter, it can be downloaded for free from the LGRMS website (www.lgrms.com).

IN THIS ISSUE

In this issue we have a variety of articles focusing on current topics affecting local governments. Workers and worker safety is always our number one focus. As part of that, our focus for the January Safety Theme discusses Safe Housekeeping in the Workplace. The issue also explores new LGRMS Focus Areas,

Georgia Court of Appeals Discussion of Reasonable Suspicion, . New Year, New Adventures, and the HPS Monthly Toolkit.

We have also included the list of upcoming training events for the 2023 calendar year. To find out what's available, go to www.lgrms.com and click on TRAINING EVENT CALENDAR (No login credentials are necessary to register). For questions or issues, contact Tamara Chapman at tchapman@lgrms.com, or Cortney Steptor at csteptor@lgrms.com.

QUESTIONS OR CONCERNS

Should you have any questions or concerns, please contact: Dennis Watts, dwatts@lgrms.com, or Tammy Chapman, tchapman@lgrms.com.



HAPPY NEW YEAR



DIRECTOR'S CORNER

By Dan Beck, LGRMS Director

Happy New Year From LGRMS!

I hope you all had a happy new year, and you are excited about 2023. The LGRMS team has some new focus areas and a few other announcements.

Let's start with some exciting news. Three LGRMS Staff members received promotions.

1. Candace Amos was promoted to Senior HPS Consultant.

2. Natalie Sellers was promoted to Senior Law Enforcement Risk Consultant.

3. Chris Ryan was promoted to Senior Risk Consultant.

See the updated LGRMS Organization Chart on the adjoining page.

ORGANIZATION CHART



Dan Beck
Director



Sherea Robinson
Health Promotion
Service Manager



Dennis Watts
Training and
Communication Manager



Steve Shields
Risk Control Manager
and North GA Rep



Tamara Chapman
Office Manager



Candace Amos
Senior HPS Consultant



David Trotter
Senior Public Safety
Risk Consultant



Natalie Sellers
Senior Law Enforcement
Risk Consultant



Chris Ryan
Senior Risk
Consultant West Rep



Cortney Stepter
Administrative
Coordinator



Paige Rinehart
HPS Consultant



Mike Earl
Public Safety Risk
Consultant



Vincent Scott
Risk Consultant East Rep and
PW Specialist



Griffin Attaberry
Public Safety Risk
Consultant



Westin Cox
Risk Consultant South
Rep

Below are a few of the focus areas within LGRMS's 2023 Action Plan.

- In-person Regional Training

- o In 2022, LGRMS offered more regional training than ever before, but attendance didn't meet our expectations.
- o In 2023, we will be trying a few new things to increase attendance.

Regional training events will be scheduled and communicated 3 months in advance

Law Enforcement training will be conducted in September 2023

Email communications of regional training

- Subject Line: "LGRMS: Upcoming Training (Regional & Other)
- Distributed weekly

- **Motor Vehicle Operations/Opportunity Members**

- o This continues to be the largest opportunity for improvement within the insurance pools.
- o We will continue to focus on what we call our "Opportunity Members". The members have high total incurred losses and high rates of motor vehicle incidents. We will work with these members to develop action plans and support them in policy review, leadership training, driver training, and plan management. Driving simulator training will be focused on those members with the largest opportunity

for improvement.

- o In 2022, we worked with GPSTC to place our 4-hour interactive online training on their website. The training is called The Essentials of Law Enforcement Driving: Risks and Controls. This training is available to all members at no additional charge. Please contact me if you have any questions and to get information to enroll your LE drivers.

- **Law Enforcement Risk Specialist (LERS)**

- o LGRMS has struggled to communicate and connect with Law Enforcement organizations.
- o This program will provide basic law enforcement risk management training to identified individuals within each members LE Agency. These LERS personnel will be responsible for assisting their agency with communication and risk management.

- **LEAN/Opportunity Member**

- o A Large Entity Annual Networking (LEAN) in-person meeting will be held August of 2023.
- o We will work with LEAN and Opportunity Members to develop an annual service/support plan.

- **Firefighter Cancer**

- o LGRMS, working in conjunction with ACCG and GMA, wants to encourage the awareness of the hazards and controls surrounding firefighter cancer across the State of Georgia. Thus, we will award two fire departments up to \$5,000 in reimbursement, toward the purchase of equipment that will assist in the reduction of firefighter cancer risks (e.g., washer extractor, ventilation equipment, etc.).

- o The fire department must be a member of GMA's or ACCG's Firefighters' Cancer Benefit Program. Complete the application. The fire department must at least one person attend the Taking Action Against Firefighter Cancers train-the-trainer course. Show proof of training documentation – Training must be completed for at least 80% of the department's firefighters (based on insured population).

- **Website Simplification**

- o LGRMS will work to redesign their website to make it easier to navigate and more value added.

- **Health Promotion Services**

- o HPS will continue to help members minimize adverse health issues which affect the wellbeing and productivity of employees.
- o We will work with members to develop action plans that utilize training courses & series, online access to HRAs, monthly forum calls, and website resources to engage employees.
- o We will focus on supporting employees in modifying behaviors that decrease risks associated with many diseases through wellbeing programs/projects, development of Public Safety & Public Works programs with an HPS focus, and LC/PSRC/LE program collaborations.

REGISTER FOR AN LGRMS IN-PERSON REGIONAL TRAINING CLASS TODAY!



CLICK HERE TO REGISTER



UPDATED FMCSA REGULATIONS

by S. Huffman

Federal Motor Carrier Safety Administration (FMCSA)-regulated employers, which are those employers who employ CDL drivers that are not under the authority of another Department of Transportation (DOT) mode (Federal Transit Administration (FTA), etc.), are required to investigate whether a prospective driver had previous drug and alcohol program violations, as stated in 49 CFR 391.23(e) and 49 CFR 40.25. FMCSA-regulated employers are now required to only conduct electronic queries through the FMCSA Drug & Alcohol Clearinghouse to satisfy all FMCSA requirements.

As of January 6, 2023, there is now three years of violation data available in the Clearinghouse. Therefore, an electronic pre-employment query through the Clearinghouse

will satisfy all FMCSA requirements. There is no longer a need to conduct a Clearinghouse query and request information directly from previous employers, as was required prior to the Clearinghouse having three years of data available.

As a note, the Clearinghouse is only for FMCSA-regulated drivers from FMCSA-regulated employers. If a prospective driver worked under another DOT-regulated employer, such as the FTA, FRA, FAA, etc., during the required three-year time frame, the employer would still need to request drug and alcohol violation information directly from each DOT-regulated employer within the time frame.



WHAT'S NEW

HAS ANYTHING CHANGED? FILL OUT THE FORM ON PG. 8

To ensure that we are able to keep you abreast of program changes, training dates, etc., we are asking that you please take a moment to complete the Contact Information form on page 10.

For your convenience, we have made it fillable (meaning that you can fill it out online, save, and send it back via email); or if you prefer, you may print it out, complete the required fields, and send it back to us via mail or fax.

LGRMS

Attn: Tamara Chapman
3500 Parkway Lane
Suite 110
Peachtree Corners, GA 30092

Email: lgrmsadmin@lgrms.com

Fax: 770-246-3149

CONTACT LIST FORM

Date:

ORGANIZATIONAL INFORMATION

ACCG

GMA

ADDRESS

CITY

STATE

ZIP CODE

COUNTRY

PHONE

E-MAIL

CONTACT INFORMATION

PRIMARY CONTACT NAME

TITLE

ROLE

LOSS CONTROL

HEALTH & WELLNESS

EMAIL ADDRESS

PHONE NUMBER

ARE YOU THE SAFETY COORDINATOR

YES

NO

IF NO, PLEASE PROVIDE NAME & EMAIL

SECONDARY CONTACT NAME

TITLE

EMAIL ADDRESS

MEMBER DISTRIBUTION LISTS & ACCESS

Select all that apply

SHARE Newsletter

LGRMS WEBSITE

LocalGovU

BrainShark

Other

FOR LGRMS OFFICE ONLY

Contact info has been added to:

Date Received: _____

Request Recieved by: _____

CAMPAIGN MONITOR

IMIS

EMAIL LIST

BrainShark

SHARE LIST

LIABILITY BEAT



GEORGIA COURT OF APPEALS DISCUSSES
**REASONABLE
SUSPICION**

by Brian S. Batterton, J.D., LLRMI

On November 2, 2020, the Court of Appeals of Georgia decided *Runnells v. State*, which is instructive regarding reasonable suspicion. The relevant facts of *Runnells* are as follows:

Llewellyn testified at the motion to suppress hearing that she had four years of experience on the narcotics squad of her police department and had extensive training in drug investigations. On the night of the incident, Llewellyn was conducting a random patrol of an apartment complex in a “very high crime” area known for drug activity and recent robberies. It was dark at the time. She noticed a vehicle parked “oddly” behind several other parked vehicles. There was a Hispanic male standing at the driver's side door, who looked as if he was engaged in “some sort of contact with the driver” of the oddly parked vehicle. When the Hispanic male saw Llewellyn's police car, he ran from the scene.

At that point, Llewellyn suspected that the man had engaged in some kind of drug transaction or sale of stolen property with the driver of the vehicle. However, Llewellyn did not see any actual hand-to-hand transaction or exchange between the two. She moved her police car closer to the parked vehicle and noticed a passenger in the vehicle. The driver, later identified as Runnells, got out of the car and popped its hood, looking at the engine as if something was wrong with the car. The driver went back into the driver's seat, popped the trunk, got out again, and placed a backpack into the trunk. Llewellyn then decided to engage the driver;

she “repositioned [her] car so that [she] could approach him.” Choosing to bypass a first-tier stop, she turned on her blue lights and got out of her police car. As she approached the vehicle, she noticed a strong smell of marijuana coming from the vehicle.

After speaking to Runnells outside of the car, and while speaking to the passenger who was still inside the car, Llewellyn observed small bits of marijuana throughout the floorboard of the car. The passenger told Llewellyn she had just finished smoking marijuana. At that point, Llewellyn decided that she was going to search the vehicle based on her observations of marijuana. During the search, Llewellyn discovered the evidence that led to the charges against Runnells.ⁱⁱ

Runnells filed a motion to suppress and argued, among other things that his stop was not supported by reasonable suspicion. The trial court denied the motion, and he was convicted of drug and weapons charges. He subsequently appealed the denial of his motion to suppress to the Court of Appeals of Georgia.

On appeal, the court set out to determine if there was reasonable suspicion that Runnells was involved in criminal activity. The state conceded that the officer initiated an investigative detention of Runnells when she activated her blue lights, and that reasonable suspicion is required for this to be a lawful detention.

The court first discussed the law related to reasonable

suspicion and stated

In a second-tier investigatory detention, “a police officer, even in the absence of probable cause, may stop persons and detain them briefly, when the officer has a particularized and objective basis for suspecting the persons are involved in criminal activity.” [State v. Banks, 223 Ga. App. 838, 839-840 \(479 SE2d 168\) \(1996\)](#) (physical precedent only), citing [Terry v. Ohio, 392 U. S. 1 \(88 SCt 1868, 20 LE2d 889\) \(1968\)](#). **“A reasonable suspicion is more than a subjective, unparticularized suspicion or hunch,”** and **“[t]he officer's action must be justified by specific and articulable facts which, taken together with rational inferences from those facts, reasonably warrant that intrusion.”** [Rogers v. State, 206 Ga. App. 654, 659 \(3\) \(426 SE2d 209\) \(1992\)](#) (citations and punctuation omitted).iii

The court also examined Georgia precedent relevant to the facts of Runnells’ case and stated

[The Georgia] Supreme Court and this Court have held that a police officer witnessing a suspect fitting a pattern of criminal behavior in a high-crime area is not sufficient to provide a reasonable, articulable suspicion to detain the suspect. See [Hughes, 269 Ga. at 260-261 \(1\)](#) (second-tier detention unjustified and denial of motion to suppress reversed where suspect was driving in high-crime area, picked up man from street and continued driving slowly throughout neighborhood back to where passenger was picked up; officer suspected that passenger

was buying drugs from suspect based on pattern of behavior in neighborhood); [Holmes v. State, 252 Ga. App. 286, 287-289 \(556 SE2d 189\) \(2001\)](#) (second-tier detention unjustified and trial court's denial of motion to suppress reversed where suspect was walking through parking lot known for drug activity, briefly stopped at the window of a parked car, changed his walking direction after noticing the police, and appeared nervous when approached by the police); [Adkinson, 322 Ga. App. at 2-3](#) (second-tier detention unjustified and trial court's denial of motion to suppress reversed where suspect was observed at a motel located in an area known for heavy drug activity; suspect parked his vehicle, climbed the motel stairs, disappeared from view for a few minutes, then came back down to his vehicle and drove off); [Williams v. State, 327 Ga. App. 239, 244 \(758 SE2d 141\) \(2014\)](#) (second-tier detention unjustified and trial court's denial of motion to suppress reversed where suspect was observed entering briefly and departing an apartment that was being surveilled as the location of suspected drug sales; officers did not have a particularized suspicion that Williams was engaged in wrongdoing at the time of the investigatory stop).iv

The court also noted that, where an officer observes a hand-to-hand transaction, the court typically will find that reasonable suspicion was present. The court stated

On the other hand, **where a suspect was observed directly making a hand-to-hand exchange with**



another individual, our Court has found sufficient justification to warrant a second-tier detention. See [Lambright v. State, 226 Ga. App. 424, 425-427 \(1\) \(487 SE2d 59\) \(1997\)](#) (noting that officer's suspicions “became ‘articulable’ the moment he saw the hand-to-hand exchange” between suspect and third party). Further, where suspects were observed making what an officer suspected were hand-to-hand drug transactions, combined with some additional suspicious behavior from the suspect, we have found investigatory detentions to be warranted. See [State v. Preston, 348 Ga. App. 662, 665 \(824 SE2d 582\) \(2019\)](#) (second-tier detention was justified and trial court's order suppressing evidence was reversed where suspect was observed making what an experienced officer believed to be multiple hand-to-hand drug transactions with multiple individuals over a five-minute period; suspect also changed his behavior after noticing police by moving his vehicle from where it was parked in front of a gas station's store to a gas pump to begin pumping gas); [*578]

[Thompson v. State, 230 Ga. App. 131, 132-133 \(495 SE2d 607\) \(1998\)](#) (trial court's denial of motion to suppress affirmed where suspect was observed near another individual, engaged in what an experienced officer suspected to be a drug transaction, and both the suspect and the other individual left “skiddishly” after observing police).v

The court of appeals then applied the facts of Runnells’ case to the precedent discussed above. The relevant facts were as follows: (1) the officer observed Runnells parked oddly in a parking lot located in a high-crime area; (2) a male was standing outside Runnells’ car at the driver’s window; (3) the officer observed them interacting but did not see a hand-to-hand transaction; and (4) the male outside the vehicle fled on foot when he saw the officer. The court of appeals also noted that, although the male outside Runnells’ car fled, Runnells did not flee or try to evade the officer. Further, the officer was not looking for anyone meeting Runnells’ description, nor was she investigating a complaint of

drugs or some other criminal activity. As such, the court of appeals held these facts were more akin to the “general pattern of behavior” cases that do not form the basis of reasonable suspicion.

The court of appeals then held

For all of the reasons stated above, and based on a totality of the circumstances, we conclude that Llewellyn did not have sufficient justification for her investigatory detention of Runnells. vi

Therefore, the court of appeals reversed the decision of the trial court.

i 357 Ga. App. 572 (2020)


ii Id. at 575

iii Id. (emphasis added)

iv Id. at 576-577 (emphasis added)

v Id. at 577-578 (emphasis added)

vi Id. at 579



“Llewellyn decided that she was going to search the vehicle based on her observations of marijuana”



January SHARE

Who said safety can't be fun? Test your knowledge and see how much you have retained from the articles in this month's SHARE Newsletter. Solve each puzzle using words and clues scattered throughout the publication. **Check your answers on p. 22**

Adventure
Appeal
Cardio
Clean
Endurance
Enforcement

Focus
Forum
Hiking
Housekeeping
Motor
Practice

Regulations
Skiing
Squash
Suspicion
Vehicle
Walking

H L A E P P A H G M O T O R F
T S W O G J B O G N Q K H K Y
N C A R D I O U D X I A N M R
E N E U F D C S G N I K L A W
M O R R Q R L E A I Y C I U F
E I U Z K S E K C L R B A H Q
C C T Q W H A E F I R G B G V
R I N U C P N E N M T I J V I
O P E M X Q D P W F O C U S D
F S V I V R S I H T A M A V M
N U D M D K Q N K V F U R R H
E S A X I L I G O I X R O V P
S N O I T A L U G E R O A J I
E C N A R U D N E Y K F N M M
Z G I W Z E L C I H E V S L Q

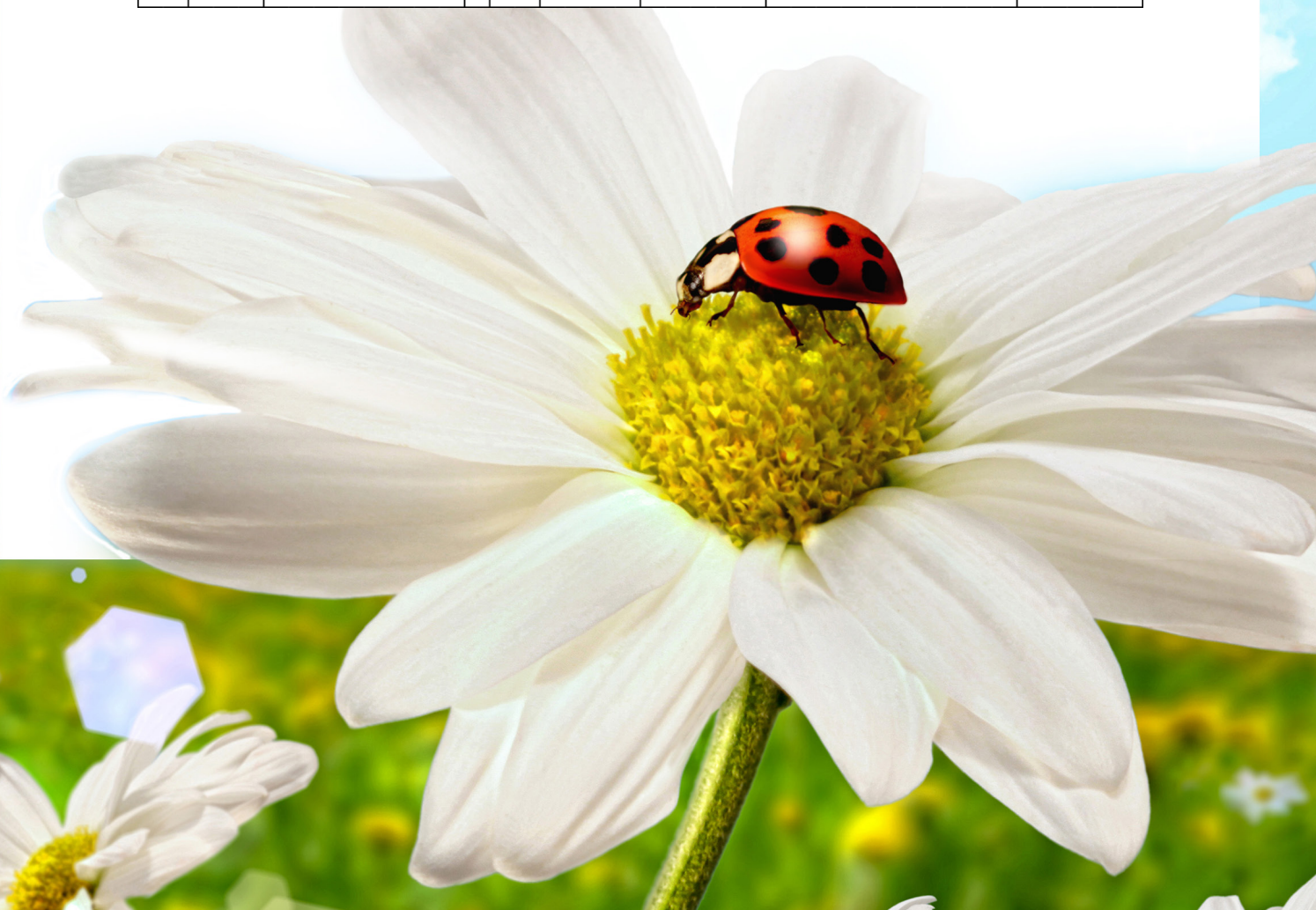
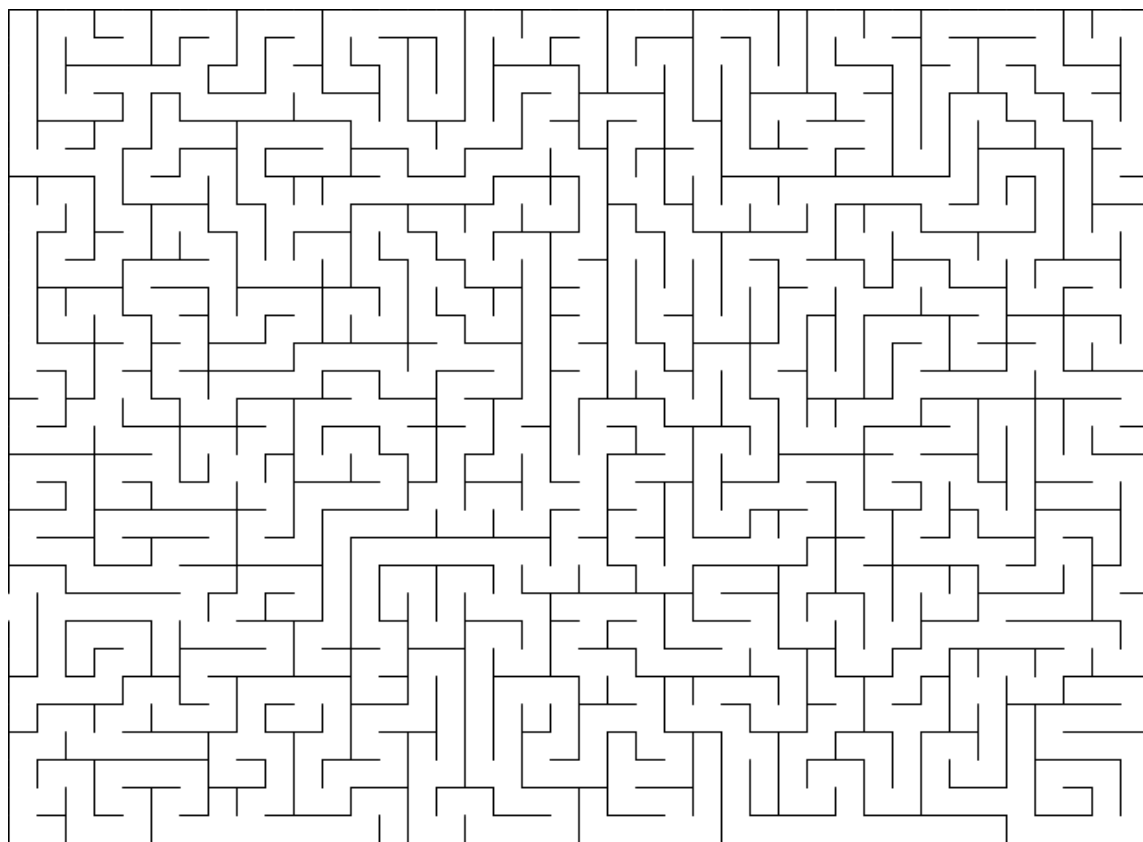
CRYPTOQUOTE. Enjoy a good mystery? Try your hand at figuring out this quote. Each letter in the phrase has been replaced with a random letter or number. Try to decode the message. The first letter has been provided. **Check your answers on p. 22**

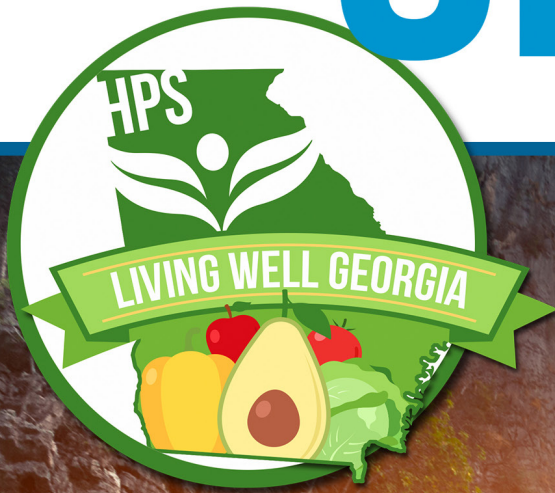
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
								L						W											

O I I I I O
G W A T Y A P L I J L D O L D A G S H M S M A H G E L W
S D E K G H D A S K U U S G J W E N H D E A W G S
M Z G S D O Z B H D E V P S X L J L P L Z N



MAZE. Spring is approaching, but don't get too enamored by its beauty, because hazards are all around. Test your abilities to move past perilous situations in our a-Maze-ing puzzle and see how quickly you can make it to safety. **Answer key on p. 22**





NEW YEAR NEW ADVENTURES



by Candace Amos
Sr. LGRMS Health Promotion Consultant

When it comes to physical activity, which appeals more to you: Walking on a treadmill? Or on a dirt path? Using the rowing machine? Or paddling a kayak down the river?

Physical activity is more than exercise, it's your time to move your body, refresh your spirit, and let your inner child go out to play!

Here are a few adventurous activities to consider as alternatives to ordinary exercise:

Mountain biking will have you whizzing up and down trails and kicking up dust as you tackle terrain. It's a low impact sport that won't wear on your joints like running, and there are trails to suit all fitness levels.

Rock Climbing increases cardio endurance, upper-body and core strength, and flexibility. There are indoor rock-climbing facilities that are perfect for beginners to tackle.

Sledding or snowboarding in the winter can be fun and the walk back up the hill can be more rewarding than a stair climber machine.

Skiing can provide a rush, with wind in your face and snow moving briskly beneath your skis. Downhill or cross-country skiing offers a cardiovascular work-out and improves balance and range of motion.

Hiking is the ultimate back to nature activity. There's no better way to fully experience a landscape than by trekking through it.

Spectacular natural settings tend to accompany adventure activities and spending time outdoors and in nature is great for your physical and mental health.

"Adventure is worthwhile in itself." Amelia Earhart

And there are many ways you can protect yourself, as well as your employees' health. You can start by participating in the LGRMS HPS Forum Call, in which we'll go over a Health Toolkit that provides "tools" to promote health in your organization.

The Health Toolkit for February is available now. In it, you'll receive all the tools you'll need beforehand to start planning.



The 2023 Monthly Forum Call calendar is out too. The Forum Call is for Health Promotion Champions and individuals responsible as health promotion leaders, administrators, HR and personnel directors, clerks, health/safety coordinators, and wellness/health benefit

coordinators. All are welcome to participate. You'll receive an invite each month.

Please stay on the lookout!

2023 Monthly Forum Call Calendar

- **January**
 - Monthly Forum Call Calendar placed in SHARE
 - February Toolkit available
- **February**
 - Forum Call will be held on 02/17/2023
 - Will discuss March Toolkit
- **March**
 - Forum Call will be held on 03/17/2023
 - Will discuss April Toolkit
- **April**
 - Forum Call will be held on 04/21/2023
 - Will discuss May Toolkit
- **May**
 - Forum Call will be held on 05/19/2023
 - Will discuss June Toolkit
- **June**
 - Forum Call will be held on 06/16/2023
 - Will discuss July Toolkit
- **July**
 - Forum Call will be held on 07/21/2023
 - Will discuss August Toolkit
- **August**
 - Forum Call will be held on 08/18/2023
 - Will discuss September Toolkit
- **September**
 - Forum Call will be held on 09/15/2023
 - Will discuss October Toolkit
- **October**
 - Forum Call will be held on 10/20/2023
 - Will discuss November Toolkit
- **November**
 - Forum Call will be held on 11/17/2023
 - Will discuss December Toolkit
- **December**
 - Forum Call will be held on 12/01/2023
 - Will discuss January Toolkit

Call Time

11:30 AM-12:00 PM

Dial-In Number

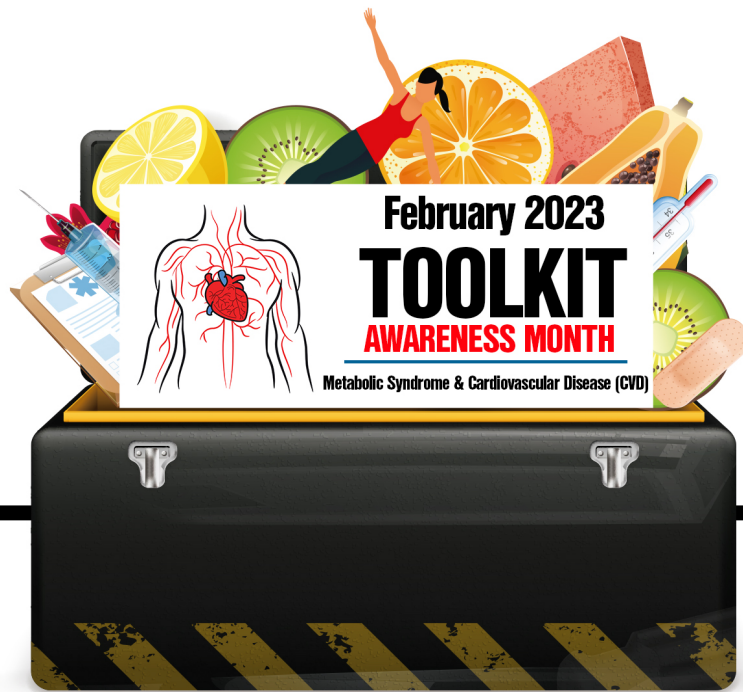
(267) 930-4000

Participant Code

491-626-960

TACKLING OUR WAY INTO 2023





WEEK	ACTION/ACTIVITY	RESOURCES
Week of January 23rd	<ul style="list-style-type: none"> ● Start planning for first week of February ● Promote events on company's social media site and intranet sites ● Consider promoting National Wear Red Day on Friday, February 3, 2023 ● Consider hosting a Lunch & Learn Training on Metabolic Syndrome & Heart Health 	<ul style="list-style-type: none"> ● What is Metabolic Syndrome? (American Heart Association) ● Why Metabolic Syndrome Matters? (American Heart Association) ● National Wear Red Day (Go Red for Women)
Week of January 30th – February 3rd	<ul style="list-style-type: none"> ● Hang poster February is American Heart Month ● Hang poster 1 and poster 2 for Wear Red Day ● Plan Lunch & Learn Training 	<ul style="list-style-type: none"> ● Poster – February is American Heart Month (Landscape) (John Hopkins) ● Poster 1 – Wear Red Day (Go Red for Women) ● Poster 2 – Wear Red Day (Go Red for Women)
Week of February 6th	<ul style="list-style-type: none"> ● Distribute flyer What is Metabolic Syndrome? ● Distribute video Metabolic Syndrome, Animation (2:49) ● Promote Lunch & Learn Training 	<ul style="list-style-type: none"> ● Flyer – What is Metabolic Syndrome? (American Heart Association) ● Video – Metabolic Syndrome, Animation (2:49) (Alia Medical Media)
Week of February 13th	<ul style="list-style-type: none"> ● Hang poster Healthy Weight, Metabolic Syndrome, & Cancer Risk ● Distribute quiz Do You Have Metabolic Syndrome? ● Promote Lunch & Learn Training 	<ul style="list-style-type: none"> ● Poster – Healthy Weight, Metabolic Syndrome, & Cancer Risk (American Institute for Cancer Research) ● Quiz – Do You Have Metabolic Syndrome? (The Blood Sugar Diet adapted from International Diabetes Federation)
Week of February 20th	<ul style="list-style-type: none"> ● Distribute video Metabolic Syndrome: Risk Factors & Ways to Control It (1:23) ● Distribute flyer Know Your Numbers & Reduce Heart Disease Risk ● Hold Lunch & Learn Training 	<ul style="list-style-type: none"> ● Video – Metabolic Syndrome: Risk Factors & Ways to Control It (1:23) (Cardio Smart) ● Flyer – Know Your Numbers & Reduce Heart Disease Risk (Anthem)
Week of February 27th	<ul style="list-style-type: none"> ● Hang poster Prevent Heart Disease with Healthy Habits ● Distribute podcast Healthy You, Episode 1: How to Improve Your Heart Health (7:08) 	<ul style="list-style-type: none"> ● Poster – Prevent Heart Disease with Healthy Habits (Anthem) ● Podcast – Healthy You, Episode 1: How to Improve Your Heart Health (7:08) (Anthem)

FUN WITH RECIPES

ROASTED SQUASH AND ONIONS

Ingredients:

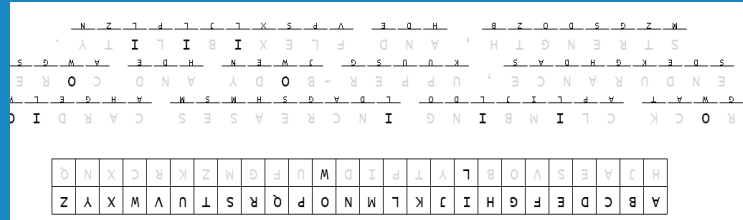
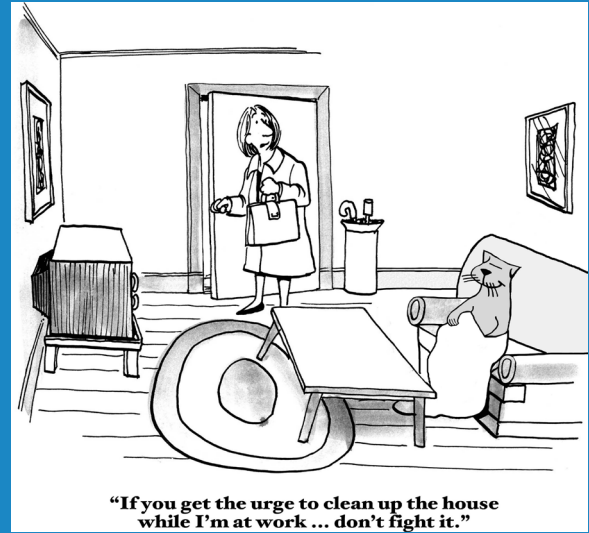
Yellow Squash | Sweet Onion | Olive Oil | Garlic Powder



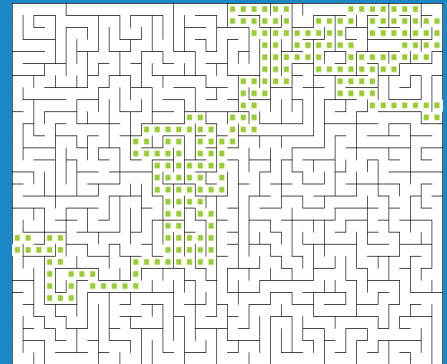
4 Medium yellow Squash | 1 Sweet Onion | 1 Tablespoon Olive Oil | 1 Teaspoon Garlic Powder

Preheat oven to 425 degrees Farenheit. Cut squash into lengthwise slices. Slice onion into thin wedges. Toss the squash and onions in the olive oil. Lay on a cooking sheet in a single layer. Sprinkle with garlic powder and bake until bottom of squash are brown.

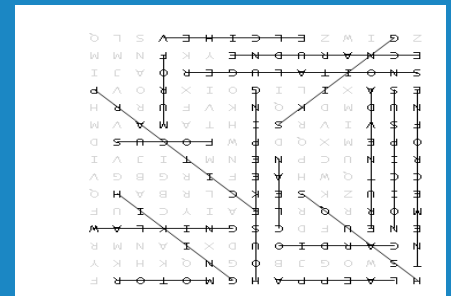
FUN WITH SAFETY ANSWER KEY



Cryptquote Puzzle Answer Key



Maze Puzzle Answer Key



Word Search Puzzle Answer Key



SHARE

JANUARY 2023
ISSUE #21

SAFETY THEME

LOCAL GOVERNMENT RISK MANAGEMENT SERVICES, INC., - A Service Organization of the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA and the GEORGIA MUNICIPAL ASSOCIATION

CLEAN UP
FOR *Safety*
Practicing Safe Housekeeping

Clean Up for Safety: Practicing Safe Housekeeping

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly.

Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injury. If the sight of paper, debris, clutter, and spills is accepted as normal, then other, more serious health and safety hazards may be taken for granted.

Poor housekeeping can be a cause of accidents, such as:

- Tripping over loose objects on floors, stairs and platforms..
- Being hit by falling objects (poorly shelved items).
- Slipping on greasy, wet, or dirty surfaces.
- Striking against projecting, poorly stacked items or misplaced material.
- Cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire, staples, or steel strapping.
- Cutting, puncturing, or tearing skin when reaching into a cluttered drawer.

A safe environment also requires paying attention to important details such as the layout of the workplace, aisle marking, the adequacy of storage, and ongoing maintenance. Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining halls and floors free of slip, trip, and fall hazards; and removing waste materials (like paper or cardboard) and other fire hazards from work areas.

Good housekeeping is also part of accident and fire prevention; it is an ongoing operation. It's not hit-or-miss, "wait until I get around to it"; it's a continuous process with active involvement by all employees. We have all seen a mess in the workplace at some point. If our first thought was, "Someone should clean that up," our very next thought should be, "Can I actively solve the problem?", by cleaning or picking it up or notifying the appropriate person to do so.

Let's all be involved and clean up for safety.



SAFETY THEME POSTER

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CLEAN UP FOR SAFETY

Safe housekeeping prevents accidents

General Self Inspection Program

Location, Area, or Department: _____ Date: _____

Surveyor: _____

General Evaluation

	Needs Action	Needs Improvement	Good	Very Good
A. Property/Liability				
a. Fire protection	_____	_____	_____	_____
b. Housekeeping	_____	_____	_____	_____
c. Slip/trip/fall	_____	_____	_____	_____
d. Public safety	_____	_____	_____	_____
B. Employee Safety				
a. Safety meetings	_____	_____	_____	_____
b. Safety rules	_____	_____	_____	_____
c. Work conditions	_____	_____	_____	_____
d. Auto/equipment	_____	_____	_____	_____

Property/Liability

	Yes	No
Fire protection	<input type="checkbox"/>	<input type="checkbox"/>
Emergency numbers posted	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers available/serviced	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm panel showing system is operational; no warning lights.	<input type="checkbox"/>	<input type="checkbox"/>
Automatic sprinkler system control valve locked in open position.	<input type="checkbox"/>	<input type="checkbox"/>
Automatic sprinkler heads clear of storage within three feet.	<input type="checkbox"/>	<input type="checkbox"/>
Flammable, combustible liquids stored in UL-listed containers.	<input type="checkbox"/>	<input type="checkbox"/>
Flammable, combustible liquid containers stored in proper cabinet or container.	<input type="checkbox"/>	<input type="checkbox"/>
Smoking, No Smoking areas designated/marked.	<input type="checkbox"/>	<input type="checkbox"/>
Any cigarette butts noticed in No Smoking areas.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Housekeeping

Stairwells clear of combustible items.	<input type="checkbox"/>	<input type="checkbox"/>
Furnace, hot water heater, and electrical panel areas clear of combustible items.	<input type="checkbox"/>	<input type="checkbox"/>
Work and public areas are clear of extension cords, boxes, equipment, or other tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>
Floor surfaces kept clear of oils, other fluids, or water.	<input type="checkbox"/>	<input type="checkbox"/>
Stored items are not leaning or improperly supported; heavy items are not up high.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Slip/Trip/Fall

Stair treads are in good condition; not worn, damaged or loose.	<input type="checkbox"/>	<input type="checkbox"/>
Handrails for all stairs/steps.	<input type="checkbox"/>	<input type="checkbox"/>
Guardrails for all elevated platforms.	<input type="checkbox"/>	<input type="checkbox"/>
Stair handrails are in good condition; not loose or broken.	<input type="checkbox"/>	<input type="checkbox"/>
Floor surfaces are even, with non-slip wax if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
All rugs are held down or have non-slip backing.	<input type="checkbox"/>	<input type="checkbox"/>
Any holes, pits or depressions are marked with tape, barricades, or guardrails.	<input type="checkbox"/>	<input type="checkbox"/>
Wet floor signs are available and used.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

General Self Inspection Program

Public Safety

	Yes	No
Public areas kept clear of storage and supplies.	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting for public assembly areas in buildings.	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation plans posted for public assembly areas in buildings.	<input type="checkbox"/>	<input type="checkbox"/>
Public areas have necessary warning or directional signs.	<input type="checkbox"/>	<input type="checkbox"/>
Construction work has barriers, covers, and markings.	<input type="checkbox"/>	<input type="checkbox"/>
Street and road signs noted in good condition, clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks smooth and even; no holes, no raised or broken areas.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____		

Employee Safety

Safety Meetings

Held in the department.	<input type="checkbox"/>	<input type="checkbox"/>
Meetings held ___ monthly ___ quarterly ___ other _____ ; documented		
Different topic each time.	<input type="checkbox"/>	<input type="checkbox"/>
Covers department safety rules.	<input type="checkbox"/>	<input type="checkbox"/>

Safety Rules

Rules specific for this department.	<input type="checkbox"/>	<input type="checkbox"/>
Rules are written, posted in the department.	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed with new employees.	<input type="checkbox"/>	<input type="checkbox"/>

Work Conditions

Employees exposed to: ___ Heat ___ Cold ___ Rain/sleet/snow ___ Use of chemicals		
___ Noise ___ Work in confined spaces ___ Work in trenches		
___ Traffic ___ Blood/body fluids ___ Other _____		
Proper personal protective equipment available		
Respirators, goggles, face shields, chemical gloves, traffic vests, appropriate clothing		
Trench boxes/shoring for trenching, ear plugs/muffs, body armor (law enforcement)		
Confined space equipment, harness, air testing equipment, ventilation equipment, tripod		
Fire department turn-out gear, blood-borne pathogens kits		
Personal protective equipment required to be worn.	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained on proper use.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Shop equipment has proper guards to protect from pinch or caught-between type injuries.	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals used in the department.	<input type="checkbox"/>	<input type="checkbox"/>
MSDS sheets available; employees trained on hazards, proper use, proper PPE to use.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____		

Auto and Equipment

Seat belts provided.	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts required to be used.	<input type="checkbox"/>	<input type="checkbox"/>
Drivers noted wearing seat belts.	<input type="checkbox"/>	<input type="checkbox"/>
All lights working including strobe lights, turn signals.	<input type="checkbox"/>	<input type="checkbox"/>
Tires in good condition, tread, sidewalls.	<input type="checkbox"/>	<input type="checkbox"/>
Glass in good condition; not cracked, broken.	<input type="checkbox"/>	<input type="checkbox"/>
Reflective tape, signs in good condition.	<input type="checkbox"/>	<input type="checkbox"/>
Any periodic, documented, self-inspection of the vehicles/equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Proper guards on mowers, other equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____		

Safety Meeting Attendance Sign Up Sheet

City/County: _____

Date: _____

Department: _____

Topic: _____

Attendees:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Next meeting scheduled for _____

Safety Coordinator _____



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SHARE

JANUARY 2023 - ISSUE 21.0

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Has your organization undergone any changes in personnel? Are there other staff members that you would like to receive a copy of our publications? If so, please complete the form on p. fa9



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