

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

10 STEPS TO PLAN

YOUR WORK & WORK YOUR PLAN

P.5

Also in this issue
**SAFETY ZONE ASSESSMENTS
& ATTITUDE OF GRATITUDE**

SAFETY THEME

DOWNLOAD THIS MONTH'S
SAFETY POSTER

HEALTH PROMOTION SERVICES

CHECK OUT THE LIVING WELL
GEORGIA CORNER

RISK/LIABILITY

FIRST AMENDMENT AUDITS



CONTENTS

- 3 A Note from the Editor
[Welcome November & December](#)
- 5 Director's Corner
[Plan Your Work & Work Your Plan](#)
- 8 Liability Beat
[Forsyth County SO Focuses on Vehicle Collisions](#)
- 11 Notes From the Road
[Happy Holidays](#)
- 12 Safety Focus
[Safety Zones of Assessment](#)
- 14 Fun With Safety
[Word Search/Cryptoquote/Crossword Puzzle](#)
- 16 HPS - Living Well Georgia
[Attitude of Gratitude](#)
- 20 Safety Theme
[Following the Rules/End of Year Wrap-Up](#)
- 23 Safety Bulletin
[Poster - End of Year Wrap-Up](#)
- 24 Safety Forms
[General Safety Inspection Form/Attendance](#)
- 27 LGRMS Contacts
- 28 Contact Form
[Update Your Organization's Contact Info.](#)



3500 Parkway Lane
Suite 110
Peachtree Corners, GA 30092

www.lgrms.com

UPCOMING WEBINARS AND TRAINING EVENTS

THERE ARE CURRENTLY NO EVENTS ON THE CALENDAR

Check the LGRMS website for upcoming training events in your area. Please visit:

www.lgrms.com/trainingcalendar



It's hard to fathom just how quickly this year has flown by. It seems we were just here, and now we're back! As we prepare to enter 2022, we need to take care of a few housekeeping items.

As a result of the ongoing pandemic, many of you have experienced changes in personnel, or have had to alter the way you conduct business altogether. 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 located on **p. 28** of the SHARE newsletter.

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

Fax: 770-246-3149



A NOTE FROM THE EDITOR

By Dennis Watts,
LGRMS Training, Communication, and Public Safety Risk Manager

Welcome to the November/December 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 workers is looking back at our safety efforts from this past year and where do we go from here.

Our law enforcement focus looks at an 11th Circuit ruling on qualified immunity. We have several articles dealing with safety, health, and risk. We welcome any feedback or comments. To that point, we received a great comment from Cindy Mallett, Bulloch County Human Resources Director. Her comment referenced the October SHARE article by Dan Beck titled, "Are you recognizing the right people and the right behaviors?"

A NOTE FROM A MEMBER

From Cindy Mallett:

"Hi Dan! As always, I'm a day late and a dollar short. It's Saturday and I am finally getting around to reading the latest SHARE magazine. I am quite sure I am way past the first four submissions, but I did want to tell you that I love the approach you took in your article

on recognizing behaviors. I especially loved your point about the hammer to the head guy. It is challenging in an organization our size to recognize people for doing the right thing (We can't be everywhere at once.) Your article, though, was a great reminder about how important it is.

In my early days in Gainesville (years ago) Steve Shields and I drove around trying to catch our employees wearing their seatbelts. Our first time doing it led to miserable results. That led to a bigger campaign (with Steve's help). A few years later, I went to our Solid Waste department at "o'dark thirty" one morning for a training session. I found all the employees sitting in the training room with "seat belts" strapped across their chests, grinning from ear to ear. A proud moment!

Great article Dan. Thank you for the reminder!"

Be safe.

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

WELCOME
NOVEMBER
&
DECEMBER



DIRECTOR'S CORNER



By Dan Beck, LGRMS Director

10 STEPS TO PLAN YOUR WORK & WORK YOUR PLAN

Planning is a critical element of any successful safety process. The end of the year is a great time to assess your process and plan for the next year. Within this article, I will recommend 10 steps to ensure a successful safety planning process:

1. Determine your organization's Safety Vision

Many organizations will set result safety goals (i.e., workers' comp cost, injury rates, etc.), but most don't establish a vision of their safety future. Ultimately, if you have the correct process/culture, the results will come.

- a. Start by getting your leaders engaged in the process. If your leaders are part of the planning process, they will be more likely to participate in the implementation process. Leaders can be at all levels within your organization. It could be an elected official, director, manager, department supervisor, or front-line employee.v

- b. Ask your leaders, “Are you committed to providing a safety working environment and culture for the employees and citizens within your organization?” Then ask them, “What do you want your safety process or safety culture to look like in 5 or 10 years?”.
2. Assess your current safety programs/process
- Conduct an internal Culture Safety Assessment. Your LGRMS Representative can provide a template assessment or may be able to assist you with this process. Review safety system elements such as, Leadership Commitment, Employee Engagement, Programs/Policies, Training, Incident Investigation, Audits/Inspection, Emergency Procedures, etc.



3. Identify gaps between your current process and your vision – Once you have completed your assessment, the process/culture gaps will be clear.
4. Prioritize gaps – Most organizations don’t have unlimited resources. In order to be successful, you will need to identify those issues that will have the biggest impact on improving your culture. Please keep in mind the amount of resources (time/money) for implementation and continued management. It is better to do one thing very well, than doing four things that you don’t have the resources to sustain success.
5. Conduct root cause analysis – Ensure you are identifying the root cause of the issues or gap versus trying to fix a symptom. Once you have identified the gap; continue to ask, “Why?”, until you get to the root of the issue.
6. Develop your Action Plan – Get your leadership team back together. Educate them on the findings of your assessment and your prioritized list of gaps and issues. Get their feedback on your findings and make adjustments based on the group discussion. Select those issues you are going to attack. Brainstorm corrective action plans that address the root cause of these issues. Document the selected corrective actions, assign owners, and dates of completion. Ownership should be distributed throughout the organization.

7. Communicate your Safety Vision and Action Plan – Let everyone in your organization know your organization's safety vision and the plan you will all use to get there. Attempt to get their ownership in the process. Assign activities to all levels of the organization to ensure better ownership. There are several ways to communicate the plans: post on bulletin boards, discuss in meetings, send out via e-mail, etc.
8. Review action plan status monthly and communicate status – Within your safety committee or leadership meeting, review the status of your plan.
9. Celebrate successes and investigate failures – Recognize those individuals that have been successful implementing their action items, and investigate where implementation has failed
10. Do it all over again at the end of the year



“Ask your leaders, 'Are you committed to providing a safety working environment...!'”



FORSYTH COUNTY

SHERIFF'S OFFICE FOCUSES ON EXPENSIVE RISKS:
VEHICLE COLLISIONS

by Asia Smith,
ACCG Administrative Assistant



Year after year, sheriff offices across the state of Georgia spend a substantial amount of money to prevent vehicle damage claims. In 2017 the Forsyth County Sheriff's Office and the county's risk management team worked together to upgrade the standard for training practices among the county's law enforcement personnel with the Emergency Vehicle Operation Course (EVOC). EVOC seeks to address these issues and take preventative measures to not only keep citizens and deputies safe but also reduce the county's annual costs.

Through the training program, deputies can participate in real-life scenarios to acquire the necessary tools to operate safely in the field. In normal training programs, deputies would be required to complete simulations without ever having to practice behind the wheel. Deputies are often thrust into high-stress scenarios, such as car chases, without undergoing any training which poses a risk to not only themselves but those around them. In their day-to-day work, deputies are required to be skilled multitaskers while driving as they respond to calls on the radio, talk on the phone, check license plate readers, and read their laptop screens, all while having to be vigilant of the things happening around them.

There are two major components of the EVOC program: the upgraded vehicle equipment and the driving course. The county made physical and technological upgrades to the sheriff's office vehicle fleet. "Technology is a significant piece of the answer," said Forsyth County Sheriff Ron Freeman. Simple technological upgrades like backup sensors, proximity sensors, lane assist, and auto brake systems made a significant difference in the number of claims the

department processes annually. On the other hand, physical upgrades like a wing kit can be placed on the grill of a vehicle, adding an additional layer of protection in the event of an accident. This addition costs \$500 per vehicle. The sheriff's office paid \$25,000 to equip its entire fleet of vehicles with this kit—less than the total estimated cost to replace one vehicle after a wreck.

According to Sergeant Michael Nelson in the sheriff's office training unit, driving a car poses the greatest risk for officers and the public. This information would serve as the basis for the creation of the program. Each year the primary focus of the driving course changes so officers can practice different scenarios they may encounter in the field. The county does not currently have a track to practice real-world simulation, so they use large parking lots and fairgrounds to complete their goals. The average obstacle course is several football fields long, giving deputies ample practice space. What began as a simple driving obstacle course has grown into a high-speed obstacle course where deputies practice pursuit ending techniques, blocking techniques, and driving over spike strips, among other skills.

At the program's inception, deputies were driving on the courses in training cars, which are often outdated and damaged, but later transitioned into their actual patrol cars. According to Sheriff Freeman, since making the shift to training in their everyday vehicles two years ago, "[they] saw a reduction in accidents and deputies driving safer" because they are forced to practice beyond the point of their comfort levels. This has helped deputies gain a better sense of their vehicles and how to operate them safely no matter how intense things become. Along with the high-speed obstacle course, there are portions of the course that allow deputies to practice driving in high

distraction scenarios. The course takes place in a large parking lot retrofit to mimic real streets and walkways. This year, the course was equipped with street signs that all deputies were required to call out over the radio as they simultaneously drive at high speeds. They are also required to maneuver many twists and turns throughout the obstacle courses while checking scanners and talking on the phone.

Before the program's implementation, there were high numbers of incidents where deputies were striking fixed objects and backing into things. Since 2017, there has been a significant decrease in these types of incidents, just by participating in this training and upgrading the safety packages on the vehicles. Properly training deputies to drive whether distracted or under high stress can have long-term benefits. The safety and fiscal benefits that come from this program can affect not only Forsyth County but counties across Georgia as it grows.

The sheriff offices across Georgia vary in size and fiscal ability. "If I wreck five cars and it costs me \$50,000, that's a lot of money, but if someone else [at a smaller agency] wrecks one, and it costs \$5,000 that could be a lot of money for them. That's why this program is so important," explained Sheriff Freeman. "It doesn't just help me cut costs; it can help me keep my deputies safe while saving money."

The EVOC program was a group effort. To ensure that vehicle costs steadily decreased, Sheriff Freeman assigned a fleet manager to oversee the entire department's fleet. It is their job to make certain that new vehicles are fully equipped with as many safety features as possible. There are ongoing investigations into the correlation between the cost of ownership and the turnover of fleet vehicles to make sure they are maximizing not only

the safety of these vehicles (as it may decrease as a car increases in wear and tear) but also the cost to keep them on the road. Within the program, they are also partnering with a county risk manager. Heather Hammons has led the initiative for the liability side of this program and works to ensure that the county is truly able to decrease the long-term budgetary implications of vehicle claims and worker's compensation injuries. Hammons and her team sit down with the Sheriff's Office quarterly to talk about the current trends that are affecting the costs incurred for the department.



Forsyth County Manager Kevin Tanner stated, "We are always striving for excellence, and strong collaboration between departments allows us to stay ahead of the curve." Together, this dream team has been able to develop this program and provide actionable solutions to problems the department faces year after year.

Though this program has been in the works for a few years now, this is only the beginning. The program grows and changes every year to ensure that the department and its deputies can operate as safely and cost-effectively as possible.

NOTES FROM THE ROAD

HAPPY HOLIDAYS

by
Steve Shields, LGRMS Loss Control Manager



Happy holidays from LGRMS. Notes From the Road will be back in the new year with a whole new line up of stories from my time spent visiting members. In the meantime, you are invited to take this time to catch up on any of the "Notes From the Road" that you may have missed throughout the year. Archived articles may be found here:

<https://www.lgrms.com/Resources/SHARE.aspx>



Until next time, this has been Notes From the Road with Steve Shields. Stay safe, enjoy your family and friends, and we'll see you in January!



by Griffin Attaberry
LGRMS Public Safety Risk Control Representative

My name is Griffin Attaberry and I am the new Public Safety Risk Control Consultant for the South Georgia territory. I am a native of Colquitt Georgia and began my law enforcement career with the Miller County Sheriff's Office in 1999 as a radio operator. In 2000, I moved to northeast Georgia and joined the Clarke County Sheriff's Office as a deputy assigned to the Jail Division.

In 2001, I joined the Oconee County Sheriff's Office. During my 14 years there, I was assigned to Patrol, Traffic Unit and Drug Task Force. In 2008, I was promoted to the rank of Lieutenant in the Patrol Division. In 2015, I went to work for the State of Georgia as Driving Instructor at the Georgia Public Safety Training Center. Prior to joining LGRMS, I served as the Vehicle Operations Section Supervisor at the Georgia Public Safety Training Center.

I live in Jasper County with my wife, Kimberly and son, Rory.

SAFETY ZONES OF ASSESSMENT



By Dennis Watts,
LGRMS Training, Communication, and Public Safety Risk Manager

If you watch survival shows, one of the better screenings was Les Stroud's "Survivor Man" series. In his show, he would put himself in a weeklong solo survival situation with only himself and his camera. Help and support would be miles away. In each episode, once reaching his destination, he would start doing what he described as survival zones of assessment. Zone 1 would be his body and clothes. Assessing what he had on him and how he was feeling. Zone 2 assessed immediate surroundings. What is happening or available within a certain distance? Zone 3 assessment dealt with the extended area and future. It's easy to imagine how this might work in a survival situation: dumping a canoe in a set of rapids, falling off a cliff, or simply getting lost. What comes next is not as simple. Your decisions

could be a matter of life or death. Using the zones of assessment can help you survive.

The "Survivorman Zones of Assessment", or in our case the "Safety Zones of Assessment", can also help you make the best safety decisions in your everyday work environments. Here's how to use them and an example for outdoor workers preparing for right of way mowing.

Safety Zone 1

You

Start with yourself: How are you feeling today? Are you tired, stressed, or are you alert and refreshed? Are you wearing the right clothes for the job, footwear, clothing, sunscreen, insect repellent? Do you have the proper Personal Protective Equipment (PPE) for the job, reflective vest, eye protection, or other?

If you are part of a crew, repeat this process so everyone checks out their own Zone 1 and you can determine what the group has collectively.

Your Assessment:

My job is to inspect right of ways on a county road prior to a mowing operation. I am wearing proper work boots for outdoors; long pants, long sleeve shirt, reflective vest, shaded protective glasses, sun hat, and I have put on sunscreen. I also have a snack and some bottled water. I have lots of energy and look forward to the days work. The other two people on my crew also check out accordingly.

Safety Zone 2

Your Immediate Vicinity

This is the surrounding area which might include your work vehicle, tools, or other equipment needed for the job. Do you have a work vehicle? Has proper preventive maintenance been done? Have you checked lights, tires, brakes, fuel, fluids, or other safety equipment?

Is there a first aid kit? How do I communicate? Do I have traffic cones if I need to park the vehicle off the roadway?

Your Assessment:

My crew is properly dressed and equipped for the work being done today. Our vehicle has been checked, maintenance is good, and safety equipment is present and working. Our radio has been tested with dispatch, and we have notified dispatch that we are enroute to our first job location.

Safety Zone 3

Your Extended Area

This could be a job site distant from your normal work facility, such as a section of a road or actual jobsite.

What is traffic like in this area? Is it high speed or much slower? Do we need additional assets to assist with traffic (law enforcement, signage, flaggers)? How do we get from one job location to the next (route of travel, by vehicle, or by foot)?

What are the challenges of the actual work area, such as severe overgrowth and potential for injury due to insect or other animal encounters? Are there poisonous plants in the area? Are there other hazards hidden, such as discarded needles, broken glass, or other potentially harmful items? What is our plan if we encounter these things?

Your Assessment:

The first section of right of way that we are inspecting (prior to mowing right of way) has heavy overgrowth, there seems to be some broken glass scattered about, and we noticed some yellow jackets in the area. Traffic is very light in this area, so no additional traffic assistance is needed. We will pick up any large pieces of broken glass or other debris that could potentially be thrown from our mower into traffic, and since we could not locate the yellow jacket nest, we will be cautious, use insect repellent, and keep our sleeves down while working in the area.

Using “Safety Zones of Assessment” is a quick way to mentally check yourself for the right safety attitude and knowledge. It can be used for any type of job or situation from office work to outdoor tasks.

November/December SHARE FUN WITH SAFETY



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. The puzzles below and on the adjoining page can be solved using words and clues scattered throughout the publication.

Check your answers to the crossword puzzle on p. 19.

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

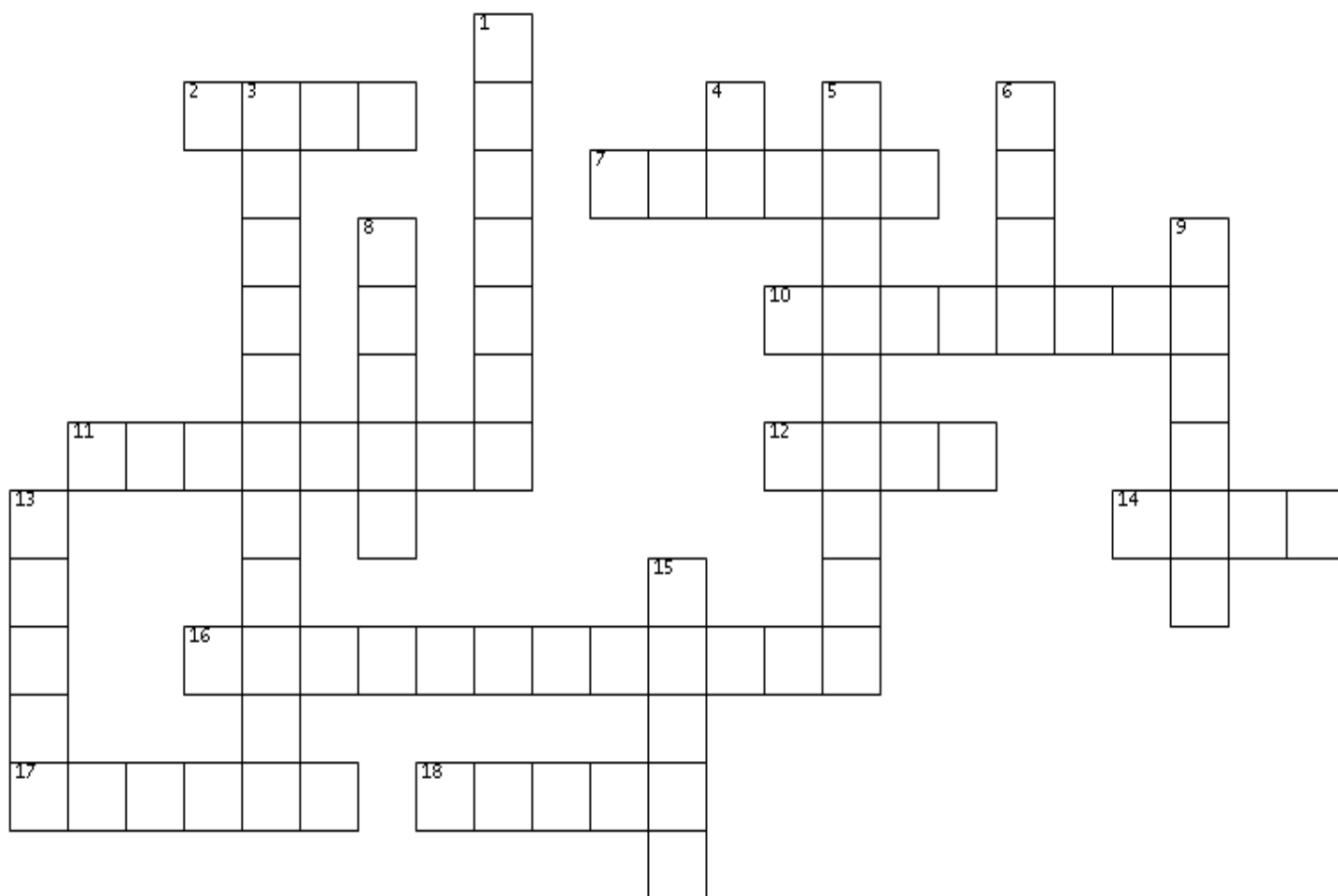
alarm
decorations
extension
happy
leftovers
safety
turkey
candle
designated
family
holidays
poinsettias
walkways
cord
driver
fire
ladder
resistant
smoke
zones

SAFETY 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. 19.**

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
													P												

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

NOVEMBER/DECEMBER SHARE Crossword PUZZLE



ACROSS

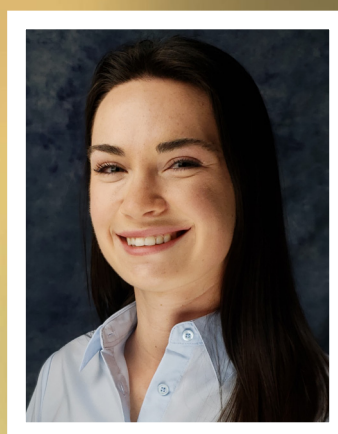
2. Different kinds of distractions have different levels of crash this
7. It is estimated that more than 100 million people use these while driving
10. These are usually slower and comparable to that of a .08 BAC
11. The use of these devices is by far the most common incident causing distraction
12. Review your map and GPS only while in this
14. Gate of cage any of these in the rear of your vehicle
16. children and pets are just as capable of being serious this
17. Consider turning off, or putting your phone on this before starting your vehicle
18. Keep these on the wheel and eyes on the road

DOWN

1. Adjust controls, radio and these when stopped or before driving
3. to the driving task has been observed to contribute to about 78% of crashes
4. difference has been observed in interference from a hands-free or hand-held device
5. There is no safe way to consume food or this while driving your vehicle
6. According to a national survey, one in five report they send these while driving
8. Talking to a passenger while driving is significantly this than talking on a cell phone
9. Consider changing your voicemail to say you are unable to do this while driving
13. Pull over and put car in park to make or receive these
15. Driving should be your _____ priority when at the wheel



THE SEASON FOR AN ATTITUDE OF GRATITUDE



by Paige Rinehart,
LGRMS Health Promotion Representative

THE SEASON FOR AN ATTITUDE OF GRATITUDE

Do you want to experience more joy, enthusiasm, love, and happiness? Start by being grateful.

Only a small percentage of breast lumps turn out to be cancer, but should always be checked by a doctor.

When you are full with feelings of gratefulness there is less room for emotions of envy, resentment, greed, and regret. Adopting an attitude of gratitude may do more than just create an optimistic frame of mind, but could also improve psychological, emotional, and physical well-being. According to studies over the past decade, people who feel grateful are:

- Less likely to be depressed or suffer from alcoholism.
- Earn more money.
- Sleep better.
- Exercise more and have greater resistance to viral infections!

People have an innate tendency to dwell on problems rather than focus on the good in their lives. Everyone can choose how they feel and look at the world. One way to be grateful is to count your blessings. Keep a journal and regularly record whatever you are grateful for that day. Take time to recognize the positive experiences you have in the world and look for things to be grateful for like:

- Trying something new and loving it.
- Laughing so hard you can hardly catch your breath.
- The loyal, loving companionship of a pet.
- Finding a parking space exactly when you need one.

- Holding your child in your arms.
- Fitting into your favorite clothes.
- Hearing the words, 'I love you'.

"The struggle ends when gratitude begins." Neale Donald Walsch

Take time to recognize the positive experiences you have each day. Write down or think about 3 things that you are grateful for in your life and it will affect how you feel and look at the world.

- It's easy to lose sight of what you have, when focused on what you wish was different.
- When you stop to consider what you are grateful for and why, those feelings of gratitude will linger with you past the experience.
- The mind tends to naturally focus on what goes wrong. Don't shy away from the negative. You can't escape the bad in life, but you can embrace setbacks as part of your overall journey.

Making it through tough times is never easy. Keeping spirits high and attitudes on an even keel, even during trying situations are the key to being happy. The more thankful we become, the more we feel connected to the people in our lives, our environment and ourselves.

"Be thankful for what you have; you'll end up having more. If you concentrate on what you don't have, you will never, ever have enough." Oprah Winfrey

Practice gratitude during the holiday season to boost your resilience. 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 will be placed in the next issue of the SHARE newsletter, following the Forum Call, but it will be for the upcoming month. You'll receive all the tools you'll need beforehand to start planning.

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!

Stuffed Acorn Squash

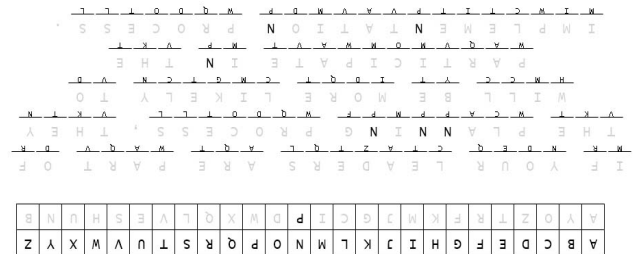
Preheat oven to 375 F. Cut acorn squash in half and scoop out seeds. Arrange squash cut-side down in a large roasting pan and fill with $\frac{1}{2}$ inch of water. Bake for 15-20 minutes. Remove squash and any remaining liquid and replace squash cut side up. In a small pan sauté onion and garlic in oil over medium heat until softened. Place in a large bowl and add rice, cranberries, apple, sweet potato, walnuts, parsley and sage. Add filling to each squash cavity and cover with foil. Bake another 25-30 minutes. Remove foil for last 5 minutes.

2 acorn squash
1 medium sweet/yellow onion diced
 $\frac{1}{2}$ cup grated apple
2 tbs. canola or olive oil
2 cloves of minced garlic
1 $\frac{1}{2}$ cups cooked brown rice or quinoa
 $\frac{2}{3}$ cup cranberries
 $\frac{1}{2}$ cup walnut pieces
1 roasted sweet potato, chopped
1 tsp. dried sage
2 tbs. chopped fresh parsley

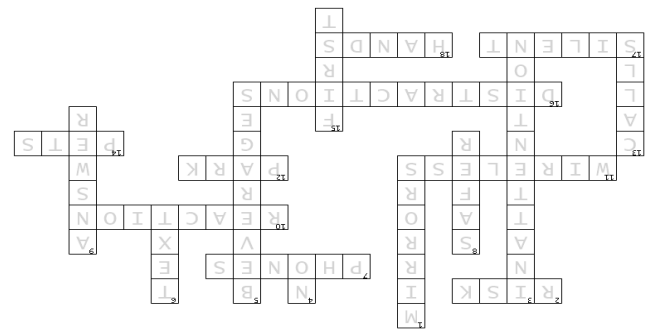
Walnuts



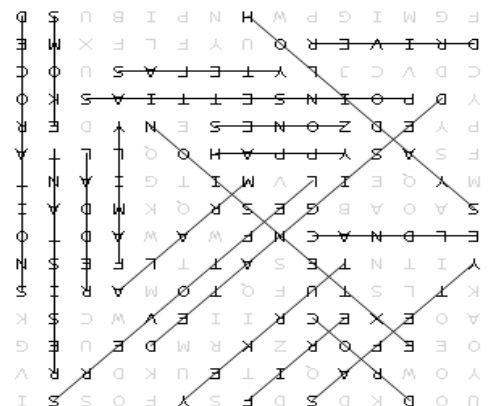
FUN WITH SAFETY ANSWER KEY



Cryptquote Puzzle Answer Key



Crossword Puzzle Answer Key



Word Search Puzzle Answer Key

ARE YOU FOLLOWING THE RULES?



Safety Rules

2021 is about over and done with; 2022 is just around the corner. This is a great time to slow down a bit and review, update, or create new departmental safety rules.

Safety rules are different from policies and procedures. Safety rules are specific items that apply to your department or section only. Often they would be considered common sense, but being reminded may keep someone from getting injured. A good way to revise, update, or create your department's safety rules is to get your employees involved in the process. You facilitate the discussion, but have them provide the input. This helps them buy in to your safety program.

1. During your department safety meeting, have each of your employees think about the job they do. Have each one contribute one or two rules that they think are important. Write them on a dry erase board, or butcher paper, or something else. After you have about a dozen or two of these, have everyone decide on the 10 or 12 most important rules for your section to focus their safety efforts on for the next year.
2. Once that is done, put a copy somewhere everyone will see it – on the bulletin board or next to the time clock. Give each employee a copy; maybe even laminate a few to post in each work vehicle or work space.
3. Every couple of months during your safety meeting, talk about these rules. See how folks

are doing with them; see if they need to be revised.

Safety Examples of Safety Rules

Example: Sanitation Truck with 3 Workers (1 driver; 2 workers who pick up trash)

Safety Rules for Operations

1. Only ride tailgate when picking up on a local street. If it is more than ¼ mile to the next destination, employees ride in the cab.
2. Employees only ride tailgate with 3 points of contact minimum.
3. Employees look both ways before stepping off vehicle and crossing street.

Personal Protective Equipment Rules

1. Gloves are rip or cut resistant. (Protects against broken glass or other sharp objects in trash).
2. Employees wear protective eye wear. (Protects against windblown dirt or dust, etc.)

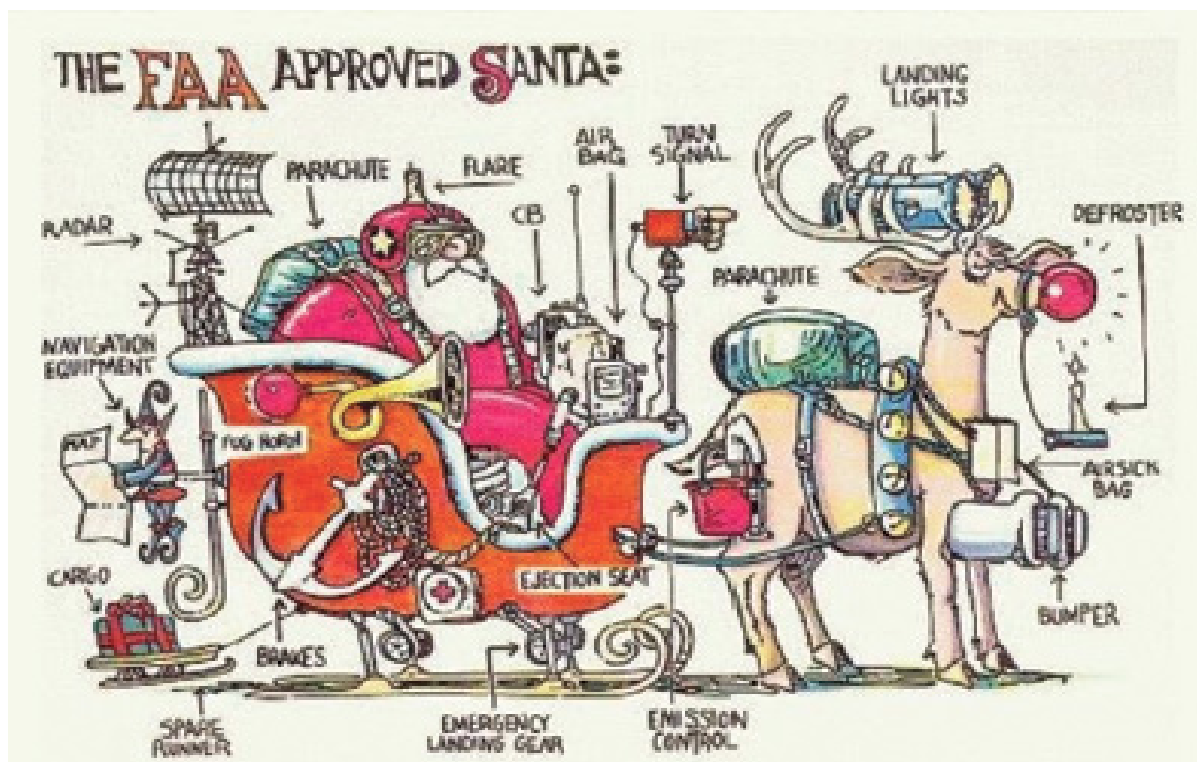
Example: Office Administrative Environment

1. All file cabinet drawers must be fully closed when not in use.
2. Space heaters and other electrical devices must be pre-approved before use.
3. Proper lifting procedures for records, boxes, etc. must be followed (training mandatory).
4. Dropped items (paperclips, pens, pencils, etc.) must be picked up as soon as discovered.

You get the idea. Look at your current rules if you have them. Think about revising or updating them if it has been a while. Create a

new list if you don't have rules. Let's start 2022 with the goal of zero injuries. Have a Safe New Year.

END OF YEAR WRAP-UP



Our poster this month is an amusing view of a Federal Aviation Administration (FAA) overly-regulated Santa Claus. Safety should always be part of any workplace environment, whether at the North Pole workshops or your city and county street and road department shops. As 2021 closes out, maybe it is time to reflect on how the year went. Have our worker injury rates decreased, increased, or stayed the same? Why? Have we reviewed our safety programs and safety training? What changes do we need to implement for 2022, and what programs do we need to continue working on?

This is a great time to pull employees together from each department. Have them take a little time and discuss the year. Ask each other: If you could make one

change to make your job safer this year, what would that change be?

Review your department's safety rules. Do they still make sense? Have we been following the rules? If not, why not?

Maybe the rules do not make sense. Like the FAA Santa, sometimes good intentions do not work as we intended when put in the real world. Don't be afraid to make changes if they are well thought out and make you and your employees safer on the job.

From all of us at LGRMS, have a great holiday and happy and safe New Year!

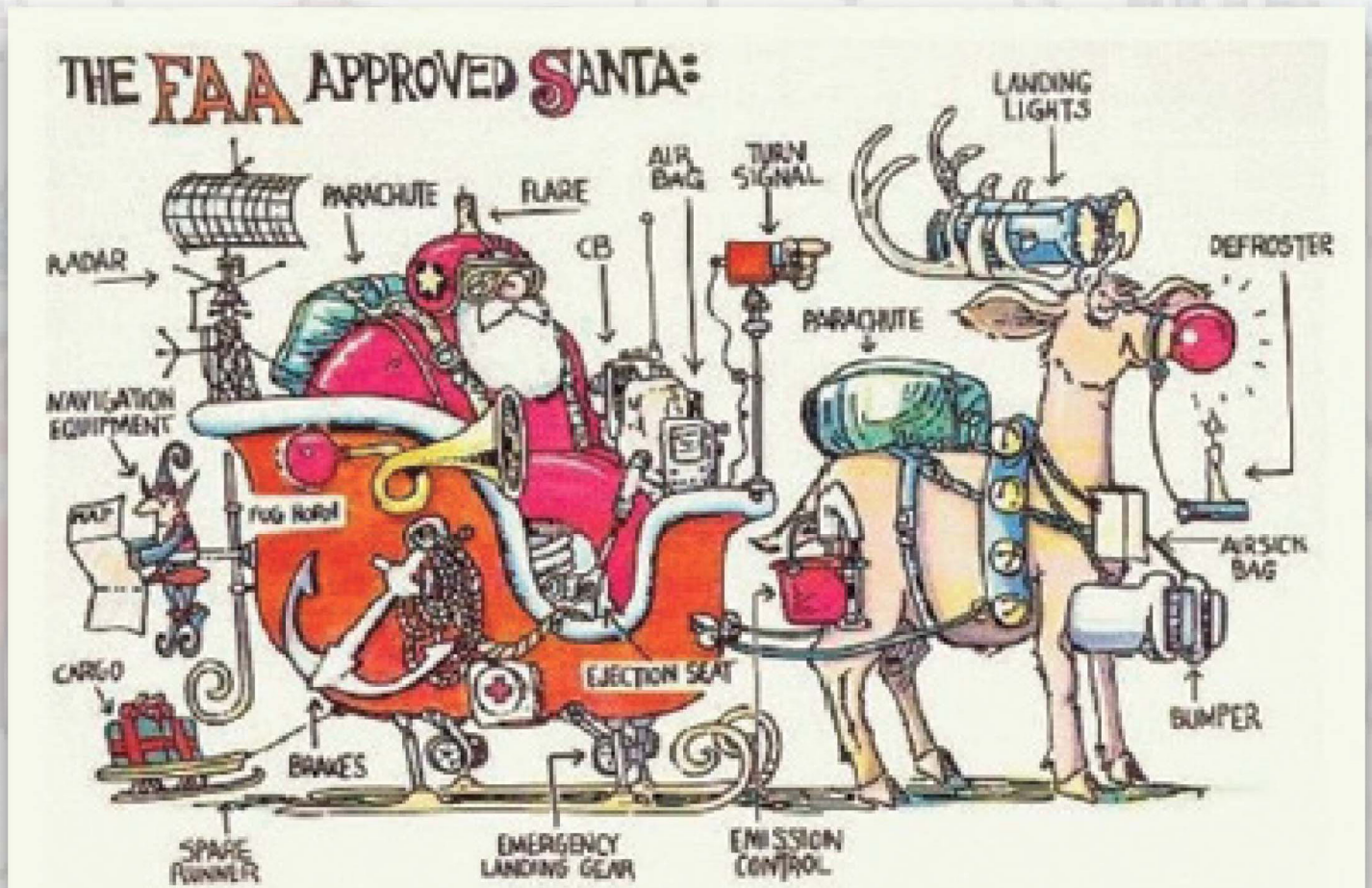


LGRMS
RISK CONTROL
ACCG | GMA



SAFETY BULLETIN

HAPPY *Holidays* **AND A
SAFE, HAPPY NEW YEAR!**



General Self Inspection Program

[Click Here to Print Form](#)

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	<input type="checkbox"/>	<input type="checkbox"/>
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:	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold	<input type="checkbox"/> Rain/sleet/snow	<input type="checkbox"/> Use of chemicals
	<input type="checkbox"/> Noise	<input type="checkbox"/> Work in confined spaces	<input type="checkbox"/> Work in trenches	
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Blood/body fluids	<input type="checkbox"/> 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: _____

[Click Here to Print Form](#)

Topic: _____

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be from a notebook or a standard ruled sheet of paper. There is no handwriting or other markings on the page.

Safety Coordinator _____



LGRMS CONTACTS 2021

LGRMS HOME OFFICE

Dan Beck

LGRMS Director
dbeck@lgrms.com
O: 678-686-6280
C: 404.558-1874

Tamara Chapman

Office Manager
tchapman@lgrms.com
O: 678-686-6283
C: 404.623-8055

Cortney Stepter

Administrative Coordinator
cstepter@lgrms.com
O: 678-686-6282

PUBLIC SAFETY RISK CONTROL

Dennis Watts

Training, Communication, and Public Safety
Risk Manager
dwatts@lgrms.com
404.821.3974

Mike Earl

Public Safety Risk Consultant
mearl@lgrms.com
404.558.8525

David Trotter

Senior Public Safety Risk Consultant
dtrotter@lgrms.com
404.295.4979

Griffin Attaberry

Public Safety Risk Consultant
gattaberry@lgrms.com
404.313.8853

Natalie Sellers

Law Enforcement Risk Consultant
nsellers@lgrms.com
404.904.0074

RISK CONTROL

Steve Shields

Loss Control Manager
sshields@lgrms.com
404.416.3920

Chris Ryan

Loss Control Representative W Region
cryan@lgrms.com
229.942.2241

Vincent Scott

Loss Control Representative E Region
vscott@lgrms.com
404.698.9614

Weston Cox

Loss Control Representative S Region
wcox@lgrms.com
404.520.6646

HEALTH PROMOTION SERVICES

Sherea Robinson

Health Promotion Services Manager
srobinson@lgrms.com
404.821.4741

Candace Amos

Health Promotion Representative
SW Central Region
camos@lgrms.com
404.416.3379

Paige Rinehart

Health Promotion Representative
NE Central Region
prinehart@lgrms.com
404.295.4979

Member Contact Update Form

Click For Fillable
Contact List Form

Employer Name: _____

Contact Name: _____

Physical Address: _____

Street Address State Zip

Mailing Address: _____

PO Box State Zip

Phone Number: _____ Fax: _____ Alternate Phone: _____

Email Address: _____

Please complete the following information:

Position Title	Contact Name	Contact Email Address
Ex. Risk Manager	_____	_____
Chairman	_____	_____
Clerk	_____	_____
Manager	_____	_____
Fire Chief	_____	_____
General Manager	_____	_____
HR Director	_____	_____
Insurance Contact	_____	_____
Police Chief	_____	_____
Safety Coordinator	_____	_____
Sheriff	_____	_____

Please include the names of additional contacts you wish to receive LGRMS Publications:

Position Title	Contact Name	Contact Email Address
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Notes: (For LGRMS office use only)

Please remit the completed form to: Tamara Chapman at tchapman@lgrms.com

SHARE

NOV./DEC. 2021 - ISSUE 10.0

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

VISIT THE LGRMS WEBSITE

For more information.

www.lgrms.com

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 click the link below to download our contact list form.

[Contact List Form](#)



Local Government
Risk Management Services
3500 Parkway Lane . Suite 110
Peachtree Corners, Georgia 30092