

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



SOUND INCIDENT INVESTIGATION PROCESS *Got one?* **P.4**

Also in this issue

SPEED DETECTION DEVICES

WINTER DRIVING SAFETY

HEALTHY HOLIDAYS

Important Notice!

Double Issue
*November/December
2022*

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
March 7 - Cornelia, GA

LAW ENFORCEMENT RISK MANAGEMENT TRAINING

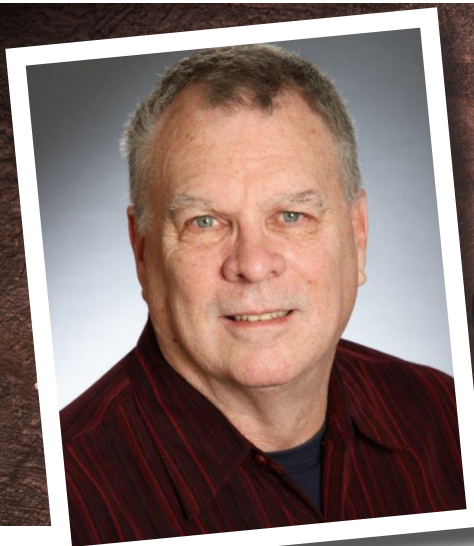
FULL DAY | 8:30AM - 4:30PM

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

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



A NOTE FROM THE EDITOR



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 the double issue of the November/December Safety Theme discusses Winter Safety. The issue also explores having a

sound incident investigation process, healthy eating and speed detection.

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 to see what is offered. For questions or issues, contact Tamara Chapman at tchapman@lgrms.com, or Cortney Steptor at csteptor@lgrms.com.

Be safe.

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



Investigation



Do You Have a Sound Incident Investigation Process in Place?

DIRECTOR'S CORNER

By Dan Beck, LGRMS Director

Over the next few months, I'm going to attempt to provide you an overview of what I think are the elements of a sound incident investigation program/process. Below is the outline of the upcoming article.

- Why Investigate?
- What Is an Incident? Accident vs. Incident
- The Incident Pyramid/Analyze & Estimate Risk

What Incidents Should Be Investigated

- Document Incident Investigation Program/Policy
- The Steps Required to Conduct a Sound Investigation
- How to Conduct a Witness Interview
- How to Identify the Root Cause
- Elements of a Sound Incident Investigation Report
- Hierarchy of Controls
- Interim vs. Long-Term Controls
- Corrective Actions/SMART Goals

By the end of 2023, you should have all of my thoughts on conducting incident investigations. We have several different trainings that we could use to train you and your supervisors. Please contact me or your Risk Consultant for further information.

Let's start with, "Why Investigate?" Below are a few of my thoughts on why any good organization should have a sound investigation process.

1. It prevents future incidents. If you don't investigate, you won't be able to find the root cause and implement controls to prevent it from happening again.
 - a. Identifies and eliminates hazards
 - b. Exposes deficiencies in process and or equipment
 - c. Reduces risks, incidents, and costs
2. It develops safety culture & improves employee morale. What does it say if you don't ask questions about an incident that just happened? You don't really care. Conducting a quality investigation after any incident shows employees that you care about them and their safety. This is a critical step in developing any safety culture.



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

Register for an LGRMS Regional Training Event Today! [No images? Click here](#)



- SIGN UP TODAY -
LGRMS Regional Training Classes are
NOW OPEN for Registration!

CLICK HERE TO REGISTER

SPEED DETECTION

Device Permit and Speed
Detection Device Annual
Calibration. Is Your
Agency in Compliance?



by Griffin Attaberry
LGRMS Risk Control Consultant

As 2022 comes to a close, it is a perfect time to check the expiration date on your agency's Speed Detection Permit as well as the Certificate of Calibration on all the Speed Detection Devices. While most agencies have a designated person to oversee and maintain the agency's Speed Detection Permit, this can sometimes fall through the cracks as agencies around our state struggle to hire, train and retain officers. Still, it is important to remember that all Speed Detection Permits issued by the Department of Public Safety Permits Section expire at midnight on December 31st of the third year. Although the DPS Permits Section will issue a renewal notice letter, permit holders are solely responsible for

seeking renewal of the permit before the expiration date, so now is an ideal time to check the status of all your agency's permits.

Speed Detection Devices can only be operated by registered or certified Peace Officers of the county sheriff, county, municipality, college, or university to which the permit is applicable. Persons operating the speed detection devices must be registered or certified by the Georgia Peace Officer Standards and Training Council as Peace Officers. Additionally, Peace Officers must be certified by the Georgia Peace Officer Standards and Training Council as Operators of Speed Detection Devices.

Before being placed in service, all speed detection devices operated by your agency must be certified for compliance by a technician possessing a certification as required by the DPS. Devices must also be certified for compliance each year after being placed in service. Requests or applications for a permit for the use of



Speed Detection Devices, must be made in writing to DPS.

For information concerning the rules of laws administered by the Department of Public Safety concerning the use of Speed Detection Devices, a request must also be made in writing. Requests and applications may be written and mailed to the Special Investigations Division, Department of Public Safety, P.O. Box 1456, Atlanta, Georgia 30371.

For more information, you may also contact the DPS Office of Professional Standards at 404-624-7250.



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
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Peachtree Corners, GA 30092

Email: lgrmsadmin@lgrms.com

Fax: 770-246-3149

WORKPLACE FIRE SAFETY



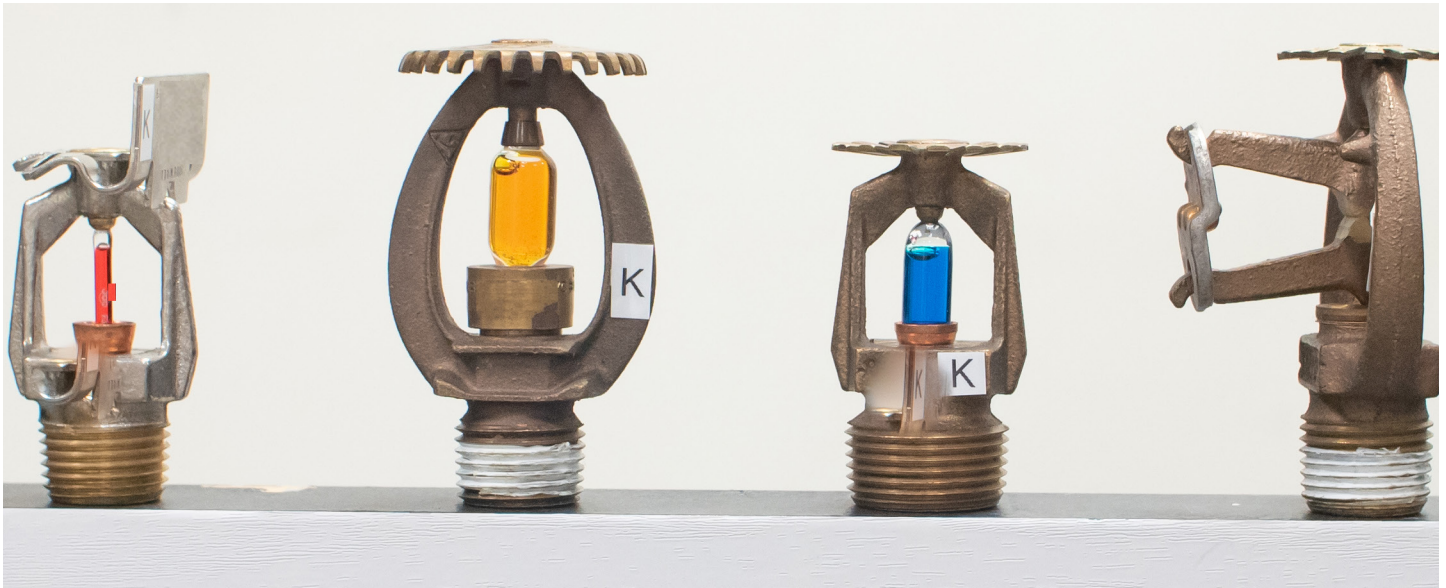
by Weston Cox
LGRMS Loss Control Consultant

With the holidays upon us and cooler temperatures beginning to take precedent, it's a friendly reminder of the importance of fire safety within the workplace. From Christmas lights, to space heaters, as well as cookers and propane tanks, there are a long list of items we need to keep in mind to ensure proper storage, usage, and maintenance are conducted this holiday season.

Although you may not realize it, we have seen several incidents where small space heaters, like the one shown in the photo below, have been a source of heat and electrical damages within the workplace. Thermostat controls within the workplace have been a source of debate amongst employees for many years.

Many employees try to address the issue by purchasing and installing small fans for hotter temperatures, or small space heaters for colder temperatures within their individual work areas. Although this may seem like a viable solution, this creates concerns for other issues. These other issues include overcrowded electrical outlets and surge protectors, increased risk for heat related issues, or potential fires. It's our job as employees to be responsible when using these household items and to use them with caution.

I just recently had the pleasure of observing and participating in some fire safety inspections with a couple of our larger entities. We had the opportunity to inspect the interior, exterior, and roofing systems of several buildings to identify key items related to fire protection equipment. An important item that we observed and discussed in depth were the



fire sprinkler systems. It's important to keep in mind that the proper upkeep and maintenance of fire sprinkler systems and how it can mean the difference between a small incident and a total fire loss. Making sure that each county and city building has the presence of these sprinklers, that the sprinkler heads are inspected and serviced regularly, and that any issues found should be immediately addressed is imperative for proper fire safety.

Some additional proactive steps that every department should take would be to make sure at least one fire extinguisher is stored in every building. Each fire extinguisher should be serviced annually by a certified technician. Also, it's important to make sure the proper fire extinguisher is used and placed in the correct location. For example, if a normal "Class A" fire extinguisher is stored within a kitchen instead of a "Class K" fire extinguisher, it could not only be ineffective in the event of a grease fire but could potentially exacerbate the flames and cause more damages. It's important to know and understand the different types

of extinguishers and their chemical makeup to ensure proper use in the event of an emergency. Please refer to the picture shown below.

As a former Property Claims Adjuster, I can tell you firsthand that it is better to be proactive rather than reactive when it comes to fire safety. Although these are only a couple of small items to observe and be aware of, it is the personal responsibility of all employees and department heads to identify and report any/all issues related to fire protection equipment.



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



5TH CIRCUIT DISCUSSES DEADLY

FORCE AGAINST UNARMED, STRANDED MOTORIST

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

On April 21, 2021, the Fifth Circuit Court of Appeals decided *Batyukova v. Doege*[i], which involved a deputy who shot an unarmed, stranded motorist who refused to follow verbal commands, used profanity at the deputy, and reached for her waistband behind her back. The relevant facts of *Batyukova*, taken directly from the case, are as follows:

Brandon Doege was a deputy of the Bexar County, Texas Sheriff's Office who worked in the county's adult-detention center. He was not a patrol officer and had not undergone the same training as patrol officers. He was, though, commissioned as a peace officer and had received basic training for that role.

Shortly before midnight on June 28, 2018, Deputy Doege was driving westbound on U.S. Highway 90 on his way home from a shift. He was in his uniform and driving his personal vehicle, which was equipped with red and blue police-style lights. After he crossed the line from Bexar County into Medina County, Deputy Doege encountered Batyukova's vehicle stopped in the left-hand lane of the highway. Deputy Doege activated his red and blue lights and parked behind her so he could render aid. At that time, he called 911 and informed the Medina County dispatcher that he was an off-duty deputy, that he had encountered a vehicle in the middle of the road with its hazard lights on, that he was in his personal vehicle with red and blue lights, and that he had not yet approached the vehicle.

Batyukova then began to exit her vehicle. Deputy Doege opened his door and yelled out to Batyukova, "let me see your hands" and "get out of the vehicle." She stepped out of the vehicle, which prompted Deputy Doege to yell "put your hands on the hood." Instead of complying with the commands, Batyukova gave Deputy Doege the middle finger, shouted "f**k you," and said that she hated America. Still on the line with 911, Deputy Doege asked the dispatcher to send a police unit.

It is undisputed that, over the course of the short encounter, Batyukova yelled "f**k you," "f**k America," and "I hate America." The parties dispute whether Batyukova also said "death to America" and "you're going to f**king die tonight." Deputy Doege testified that Batyukova made those statements and that they contributed to his fearing for his life, but Batyukova denies doing so.

After requesting a police unit, Deputy Doege again yelled "put your hands on the hood." He also asked her "what is going on" as she continued to shout expletives. After ignoring almost every command Deputy Doege gave, Batyukova began to walk towards Deputy Doege's vehicle. Deputy Doege quickly put his vehicle in reverse and backed up to maintain distance.

Batyukova stopped her approach when Deputy Doege exited his vehicle and drew his weapon. Standing behind his door, Deputy Doege yelled

“get down now” and “let me see your hands.”

At that point, with a cigarette in one hand, Batyukova reached her other hand towards the waistband of her pants. Her hand went behind her back and disappeared from Deputy Doege’s view. An instant later, Deputy Doege fired five shots. Bullets struck her wrist, leg, and abdomen.

The video evidence shows that, immediately after shooting, Deputy Doege told the dispatcher “shots fired, shots fired . . . she reached behind her back.” In his deposition, he testified that it was the combination of her saying “you’re going to f**king die tonight” and her hand reaching behind her back towards her waistband that made him fear for his life. According to his statement to the Medina County Sheriff’s Office, when Batyukova “reached behind her towards her waistband,” Deputy Doege “thought she was reaching for a weapon to kill [him]” and “was in fear for [his] life.”

After the incident, Batyukova told news reporters that she was attempting to “moon” Deputy Doege. Similarly, she told Medina County investigators that she was attempting to show Deputy Doege her “beautiful a**.” In her deposition nearly two years later, she contradicted her previous accounts and claimed that she never attempted to moon Deputy Doege. Regardless, it is conclusively established by deemed admission that Batyukova “reached toward[s] [her] waistband because [she] intended to lower [her] pants in order to display [her] buttocks to Deputy Doege.” . . .

[A] Medina County deputy then approached Batyukova, determined that she was breathing and responsive, and stayed with her until EMS arrived. EMS arrived about 15 minutes after she was shot. Batyukova had several gunshot wounds, a fractured wrist, and an exposed bone. She had also lost approximately 1,500 mL of blood. She survived her wounds.[ii]

Batyukova sued Deputy Doege and alleged, among other things, excessive force under the Fourth Amendment for pointing his weapon at her, and excessive force under the Fourth Amendment for shooting her. The district court granted summary judgment for the deputy and other defendants and held that use of force did not violate the Fourth Amendment. Batyukova appealed the grant of summary judgment to the Fifth Circuit Court of Appeals. [Note: This article will only cover the Fourth Amendment use of force claims.]

At the outset, the Fifth Circuit discussed qualified immunity, which protects government officials from suit in circumstances where the government official, such as a law enforcement officer, exercises his discretionary authority. Use of force situations involve discretionary authority and implicate qualified immunity. In order for a plaintiff to defeat qualified immunity, the plaintiff must show (1) that the officer violated her constitutional rights, and (2) that the right was clearly established such that another reasonable officer in the same situation would have known he was violating the plaintiff’s rights. In order to show a right was clearly established, a plaintiff can show a case, or line of relevant cases,

of an officer acting in similar circumstances, where the conduct was held to violate the constitution. Additionally, a plaintiff can also argue that it should have been obvious to any reasonable officer that the conduct violated the constitution.

The court then examined legal principles that are relevant to the issue of whether Deputy Doege violated the Fourth Amendment when he pointed his gun at, and shot, Batyukova. The court stated

The reasonableness of an officer's use of force "requires careful attention to the facts and circumstances of each particular case." *Graham v. Connor*, 490 U.S. 386, 396, 109 S. Ct. 1865, 104 L. Ed. 2d 443 (1989). **This usually includes consideration of [1] "the severity of the crime at issue, [2] whether the suspect poses an immediate threat to the safety of the officers or others, and [3] whether he is actively resisting arrest or attempting to evade arrest by flight." Id. In cases involving the use of deadly force, though, "our 'objective reasonableness' balancing test is constrained."** *Flores v. City of Palacios*, 381 F.3d 391, 399 (5th Cir. 2004). **"The use of deadly force violates the Fourth Amendment unless 'the officer has probable cause to believe that the suspect poses a threat of serious physical harm, either to the officer or to others.'"** *Romero v. City of Grapevine*, 888 F.3d 170, 176 (5th Cir. 2018) (quoting *Tennessee v. Garner*, 471 U.S. 1, 11, 105 S. Ct. 1694, 85 L. Ed. 2d 1 (1985)). **Stated differently, "[a]n officer's use of deadly force is not excessive, and thus no constitutional**

violation occurs, when the officer reasonably believes that the suspect poses a threat of serious harm." *Manis v. Lawson*, 585 F.3d 839, 843 (5th Cir. 2009).

"[W]e are careful to avoid 'second-guessing a police officer's assessment, made on the scene, of the danger presented by a particular situation.'" *Garza*, 943 F.3d at 745 (quoting *Ryburn v. Huff*, 565 U.S. 469, 477, 132 S. Ct. 987, 181 L. Ed. 2d 966 (2012)). "The calculus of reasonableness must embody allowance for the fact that police officers are often forced to make split-second judgments — in circumstances that are tense, uncertain, and rapidly evolving — about the amount of force that is necessary in a particular situation." *Graham*, 490 U.S. at 396-97. [iii]

The court of appeals then examined the undisputed facts that are relevant to the use of force issue in Batyukova's case. The relevant facts are as follows:

- Batyukova ignored Deputy Doege's commands to show her hands and to place her hands on the hood of her vehicle.
- Batyukova shouted profanity at Deputy Doege and gave him the middle finger.
- Batyukova started walking toward Deputy Doege, which caused him to reverse his vehicle to maintain distance.
- Batyukova failed to comply with Deputy Doege's command to "get down."
- Batyukova reached behind her back, toward her waistband, with her hand out of view of the

deputy.

The district court determined that a reasonable officer in Deputy Doege's situation could have believed that Batyukova was a threat to his safety, and the decision to use deadly force was reasonable under the Fourth Amendment. As such, the deputy was entitled to qualified immunity because the plaintiff was unable to establish a constitutional violation, which is the first prong needed to defeat qualified immunity.

The court of appeals stated that rather than decide the first prong of the qualified immunity analysis, they would examine and decide the case based on the second prong, particularly whether the law was clearly established that Deputy Doege's conduct was a violation. Under this analysis, the court stated

To overcome qualified immunity in this case, Batyukova must show that clearly established law prohibited using deadly force against a person who (1) repeatedly ignored commands, such as to show her hands, to place her hands on the hood of her vehicle, or to get down; and then (2) reached her hand behind her back towards her waistband, which the officer perceived to be a reach for a weapon to use against him. [iv]

The court then examined numerous cases cited by Batyukova. The court stated that Batyukova failed to identify clearly established law that prohibited Deputy Doege use of deadly force in this incident.

In fact, the court of appeals cited to two cases that supported the use of deadly force in Batyukova's case.

Specifically, the court stated

More factually comparable are two precedents in which the use of deadly force was held to be reasonable because the officer had reason to perceive a threat of serious harm. In one, **it was reasonable to use deadly force when the officer perceived a suspect's sudden reach towards his waistband "to be consistent with a suspect retrieving a weapon."** *Salazar-Limon v. City of Hous.*, 826 F.3d 272, 275, 278 (5th Cir. 2016). **We have also held that the use of deadly force is reasonable when a person, "in defiance of the officers' contrary orders, reached under the seat of his vehicle and appeared to retrieve an object that [one officer] reasonably believed to be a weapon."** *Manis*, 585 F.3d at 845. Similarly to the facts of this case, the person in *Manis* was not suspected of criminal activity but, rather, was approached because his vehicle was idling on railroad tracks at an intersection. *Id.* at 841. Though there are factual distinctions to be made, **both *Salazar-Limon* and *Manis* involved the use of deadly force following a person's reach for what reasonably could have been a weapon. In both, the use of deadly force was held to be reasonable. [v]**

As such, the court affirmed the grant of qualified immunity for Deputy Doege.

Citations

[i] No. 20-50425 (5 Cir. Decided April 21, 2021)

[ii] *Id.* at 1-6

[iii] *Id.* at 9-11 (emphasis added)

[iv] *Id.* at 13

Winter Fun With Safety

November/December 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. 23**

Antilock
Deadly
Frightful
Investigation
Physical
Speed
Weather
Calibration
Driving
Holidays

Judge
Risk
Sprinkler
Circuit
Force
Incident
Permit
Skidding
Vehicle

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

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
F											C														

M R N K V B A L A F B Q V A V Q N V K F R G F C Q R N
A A A A L
L F N Q S Y F V X Q F V X Y G X Q F C

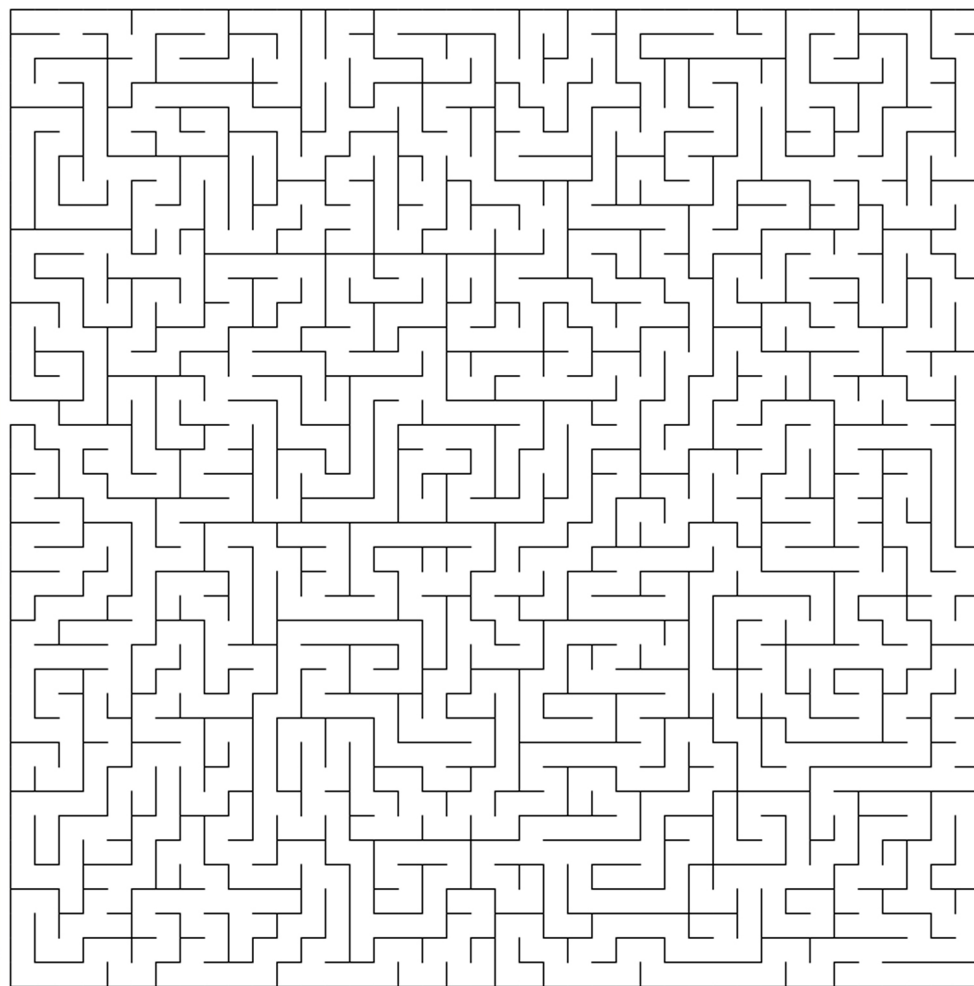
CRYPTOQUOTE. Enjoy a good mystery? Try your hand at figuring out this quote. Each letter in the phrase has been replaced with a random letter or number. Try to decode the message. The first letter has been provided. **Check your answers on p. 23**



MAZE. The winter is a wonderful time of year, but don't get too enamored by it's 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. 23**



START



END



HEALTHY HOLIDAYS



by Paige Rinehart
LGRMS Health Promotion Consultant

We all feel stress from time to time, but the holidays often present a dizzying array of demands including shopping, entertaining, baking, family conflicts, and other inevitable anxiety producing situations. Daily exercise and a fitness routine is one way to manage your stress and feel more hope, joy and peace this holiday season.

Physical activity is a healthy way to maintain mental fitness by:

- offering a break to take your mind off of worries that feed depression and anxiety.
- releasing feel-good endorphins that can enhance your sense of well-being.
- boosting self-confidence by meeting your goals and feeling better about yourself.
- improving sleep which can be interrupted by stress.

Broaden how you think of exercise and find ways to add small amounts of physical activity throughout the day.

A few suggestions are to:

Roll out the yoga mat. Mindful movement is linked to lower levels of stress.

Take a walk. Burn off anxiety and melt away tension. Chill out with cardio. Get your heart rate up and your stress levels down.

Identify what you enjoy doing, set reasonable goals, and don't think of exercise as a chore. Regard your physical activity as one of the tools that helps you feel better. "Nobody can bring peace but yourself." Ralph Waldo Emerson

ALL SUGARED OUT

Another holiday season full of cookies, cakes, brownies, and other sweet treats has come and gone. Now the rational side of your brain may realize that it's time to back off the sugary sweets, but another part of your brain is screaming for more! Why is that and what can you do to tame the sugar addicted beast?

Don't underestimate the power of sugar. It affects our brain in the same way that addictive drugs like cocaine and heroin can. The more sugar you eat, the more you crave. The best way to break the bond to sugar is to avoid eating it. Of course, drastic changes are hard to sustain, so making changes such as cutting your sugar consumption in half to start and making simple changes can help.



A few strategies include:

- Non-sugary ways to find comfort from stress. (a good book, warm bath, time with a friend)
- Reach for juicy berries and fruit.
- Throw it out. Don't let in or keep sugary sweets in the house. Give it away, throw it away or wash it down the drain. It's NOT wasteful.

There are many ways you can protect yourself, as well as your employees' health over the holidays! 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 December is available now. In it, you'll receive all the tools you'll need beforehand to start planning. The 2022 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!



CALENDAR **2022 Monthly Forum Call**

• **January**

- Monthly Forum Call calendar placed in SHARE
- February Toolkit available

• **February**

- Forum Call will be held on 02/18/2022
- Will discuss March Toolkit

• **March**

- Forum Call will be held on 03/18/2022
- Will discuss April Toolkit

• **April**

- Forum Call will be held on 04/14/2022
- Will discuss May Toolkit

• **May**

- Forum Call will be held on 05/20/2022
- Will discuss June Toolkit

• **June**

- Forum Call will be held on 06/17/2022
- Will discuss July Toolkit

• **July**

- Forum Call will be held on 07/15/2022
- Will discuss August Toolkit

• **August**

- Forum Call will be held on 08/19/2022
- Will discuss September Toolkit

• **September**

- Forum Call will be held on 09/16/2022
- Will discuss October Toolkit

• **October**

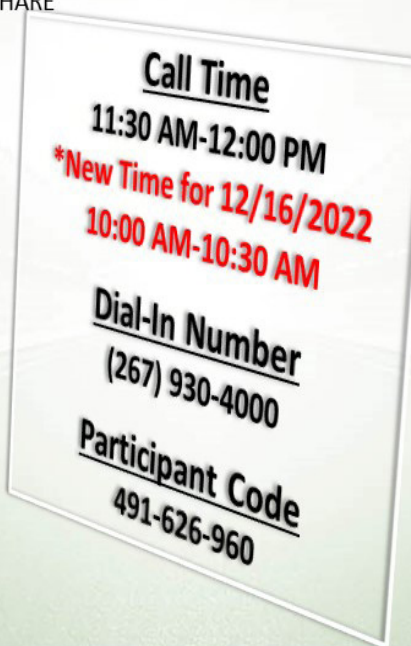
- Forum Call will be held on 10/21/2022
- Will discuss November Toolkit

• **November**

- Forum Call will be held on 11/18/2022
- Will discuss December Toolkit

• **December***

- Forum Call will be held on 12/16/2022
- Will discuss January Toolkit





WEEK	ACTION/ACTIVITY	RESOURCES
Week of November 21st	<ul style="list-style-type: none"> • Start planning for December • Consider a volunteer activity for International Volunteer Day (December 5th) • Consider having a lunch and learn or training on healthy behaviors and/or holiday stress management • Consider using a gratitude/appreciation wall for employees to express their thanks to coworkers • Promote any events on company's social media site and company intranet sites 	<ul style="list-style-type: none"> • Guide – Anthem: Healthy holidays • Resource page- UN: International Volunteer Day
Week of November 28th	<ul style="list-style-type: none"> • <i>Promote gratitude wall with flyer The Science and Beauty of Gratitude</i> • <i>Promote International Volunteer Day (December 5th)</i> • <i>Purchase attendance/participation incentives</i> 	<ul style="list-style-type: none"> • Flyer – Anthem: The Science and Beauty of Gratitude • Resource page - UN: International Volunteer Day
Week of December 5th	<ul style="list-style-type: none"> • Promote planned activities • Celebrate International Volunteer Day (December 5th) • Promote healthy holiday planning with resource Healthier Holidays in 1-2-3! And resource Healthy Holidays: 6 Tips for Maintaining Good Habits • Start gratitude/appreciation wall 	<ul style="list-style-type: none"> • Resource – CDC: Healthier Holidays in 1-2-3! • Resource – Mayo Clinic: Healthy Holidays: 6 Tips for Maintaining Good Habits
Week of December 12th	<ul style="list-style-type: none"> • <i>Promote planned activities</i> • <i>Distribute flyer Holiday Stress Management</i> • <i>Continue and promote gratitude/appreciation wall</i> 	<ul style="list-style-type: none"> • Flyer – Anthem: Holiday Stress Management • Resource – Mayo Clinic: 9 Tips to Fend off Holiday Stress
Week of December 19th	<ul style="list-style-type: none"> • <i>Distribute flyer Staying Healthy Through the Holidays</i> • <i>Continue and promote gratitude/appreciation wall</i> • <i>Promote planned events</i> 	<ul style="list-style-type: none"> • Flyer- Anthem: Staying Healthy Through the Holidays • Resource – WebMD: How to Stay Active Over the Holidays
Week of December 26th	<ul style="list-style-type: none"> • <i>Distribute information on healthy goal setting with resource Goal Setting During the Holidays</i> 	<ul style="list-style-type: none"> • Resource – Psychology Today: Goal-Setting During the Holidays



WEEK	ACTION/ACTIVITY	RESOURCES
Week of December 26th	<ul style="list-style-type: none"> • Start planning for December • Consider promoting Healthy Weight Week January 15th – 21st • Consider having a lunch and learn or training on nutrition • Consider running a No Junk Food Challenge or Move More Challenge • Promote any events on company's social media site and company intranet sites 	<ul style="list-style-type: none"> • Guide – Anthem: Healthy Eating • Toolkit - Anthem: Fitness and Nutrition Toolkit Resources page – Nutrition.gov: Healthy Eating • Resource page- National Healthy Weight Week • Challenge guide – Anthem: Move More Challenge • Challenge example – No Junk Food Challenge
Week of January 2nd	<ul style="list-style-type: none"> • <i>Distribute brochure Start Simple with MyPlate Today</i> • <i>Promote challenge and nutrition training</i> • <i>Promote Healthy Weight Week January 15th – January</i> • <i>Purchase attendance/participation incentives</i> 	<ul style="list-style-type: none"> • Brochure – Nutrition.gov: Start Simple with MyPlate Today
Week of January 9th	<ul style="list-style-type: none"> • Promote and implement challenge and nutrition training • Distribute video Carbs and Sugar 	<ul style="list-style-type: none"> • Video – Anthem: Carbs and Sugar
Week of January 16th	<ul style="list-style-type: none"> • <i>Celebrate National Healthy Weight Week</i> • <i>Distribute flyer Set Yourself up for Weight Loss Success</i> • <i>Continue challenge</i> 	<ul style="list-style-type: none"> • Flyer – Anthem: Set Yourself up for Weight Loss Success
Week of January 23rd	<ul style="list-style-type: none"> • <i>Distribute flyer Eating Healthy on a Budget</i> • <i>Wrap up challenge</i> 	<ul style="list-style-type: none"> • Flyer- Anthem: Eating Healthy on a Budget
Week of January 30th	<ul style="list-style-type: none"> • <i>Distribute challenge rewards</i> • <i>Distribute Flyer Make Better Beverage Choices</i> 	<ul style="list-style-type: none"> • Flyer – Nutrition.gov: Make Better Beverage Choices

FUN WITH RECIPES

FALL SALAD WITH CIDER VINAIGRETTE

Ingredients:

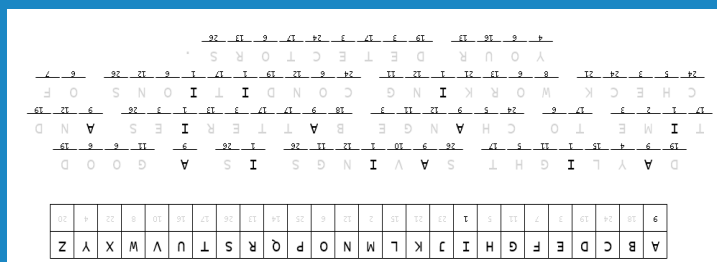
Butternut Squash | Jicama | Apple | Carrot | Salt | Cider Vinegar | Apple Cider | Honey | Canola Oil | Arugula | Pepper



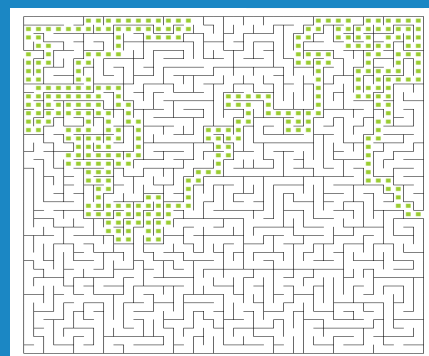
1 Butternut Squash trimmed and cut into 1" thick slices
1 Jicama trimmed and cut into 1" thick slices | 1 Large granny smith apple, cored and cut into 1" thick slices | 1 Large peeled carrot | 1/2 Tsp Kosher salt | 2 Tbsp Cider Vinegar | 2 Tbsp Sparkling apple cider | 1/2 Tbsp Honey | 6 Tbsp Canola Oil | 4 C trimmed arugula leaves | 1/2 Tsp Freshly ground pepper

Hold each slice of the squash, jicama, carrot and apple and shave into ribbons with a vegetable peeler. Combine all the ribbons in a large bowl and add salt, vinegar, cider, and honey, while stirring with a whisk. Gradually add the canola oil and vinegar. Let stand 30 minutes then add the arugula before serving, tossing to combine. Sprinkle with pepper.

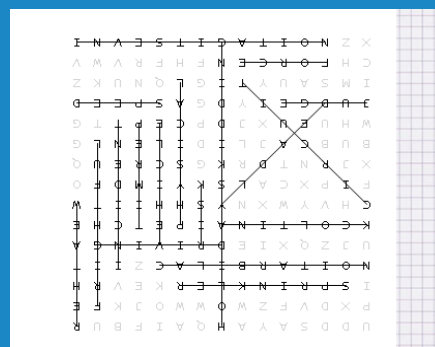
FUN WITH SAFETY ANSWER KEY



Cryptogram Puzzle Answer Key



Maze Puzzle Answer Key



Word Search Puzzle Answer Key



SHARE

NOV./DEC. 2022
ISSUE #20

SAFETY THEME

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

A close-up, low-angle shot of a vehicle's tire tread on a snowy, icy road. The tire is black with a prominent tread pattern, and a large amount of snow is being displaced by the tire. The background shows a snowy landscape with trees and a bright sky.

**WINTER
DRIVING
SAFETY**

Winter Driving Safety

“The Weather Outside is Frightful”, the lead phrase to a great holiday song. If you find yourself out driving in frightful weather, it might not be so cozy. Winter can cause many problems. Whether it’s rain, freezing rain, wind, or snow, drivers must be prepared to face the hazards winter driving brings. Without proper preparation, these conditions could lead to a tragic accident.

The most frequent reasons for winter weather-related accidents are:

- Limited or reduced visibility.
- Limited or reduced traction.
- Aggressive braking on a slick road.
- Inability to judge safe speed for conditions.
- Poor negotiation of a curve.
- Failure to prepare vehicle properly.
- Failure to plan route properly.
- Failure to adapt to changing weather patterns

Proper planning, preparation, and driving can result in successful completion of a trip. Here are some tips drivers can use to help reduce the risk of a crash while driving in the winter.

Driving

Plan your trip accordingly. Check weather forecasts and possible construction areas along your route, chart fuel and meal stop locations, and allow extra time for traffic delays.

Compensate for poor traction by slowing down and making all movements gently. Never drive faster than

conditions allow!

Double or triple your following distance and never tailgate. Try to build as much separation between you and other vehicles. Keep at least a ten second following distance when driving on snow-and-ice-covered roads - avoid driving in packs.

Black Ice

Black ice is a weather phenomenon in which an extra-thin layer of ice forms on the road. Its shine can fool drivers into thinking it’s water. This shiny ice surface is one of the most slippery road conditions. Black ice is likely to form first in shady spots, at intersections, and under bridges and overpasses.

Approach bridges and overpasses cautiously. Bridges and overpasses are often the most dangerous in the winter, since they freeze before roadways.

Brake gently to avoid skidding. If antilock brakes happen to lock, release them to avoid sliding. This will help to regain steering.

If you begin to skid:

- Take your foot off the gas and shift to neutral, quickly
- Then steer in the direction you want your vehicle to go
- Before the rear wheels stop skidding, shift to drive and gently press the accelerator
- Do not slam on the brakes

Stay alert. Keeping a window slightly open to provide fresh air is a good idea.

Turn on your lights and keep them clean.

Turn off the cruise control. Don't use cruise control or overdrive on icy roads. Watch for melting or hard-packed snow and strong side winds.

Check for ice by feeling the back of your mirror and watching the spray off tires.

Don't ask your vehicle to do more than it can. If you don't feel comfortable driving, park it.

Most importantly,

Always, always, always wear your seat belt.

Click [HERE](#) to access the Winter Driving Safety Presentation that supplements this month's issue.



SAFETY THEME POSTER

NOV./DEC. 2022
ISSUE #20

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

OH THE WEATHER OUTSIDE IS FRIGHTFUL.

Drive Safely this Winter



Click [HERE](#) to access the Winter Driving Safety

Winter Weather Precautions

Property Conservation Guidelines



Understanding the Risk

Damage Potential

The gusting winds, heavy snow, and freezing temperatures associated with winter are normal and often anticipated occurrences throughout most of the world's cold weather climates.

However, not only cold weather locales are vulnerable to extreme winter weather losses. In fact, moderate climate regions not normally associated with harsh winter weather tend to suffer the most costly losses as they are typically unprepared to endure such conditions.

Winter weather events mixed with a lack of preparation can lead to building damage, freeze-up, water damage, and business interruption losses. Advance preparation can help to mitigate winter weather impacts on your operations and business continuity.

The guidance that follows, though not all-inclusive, can be an effective part of your organization's loss control program.

The issues highlighted herein should be addressed by appropriate personnel within your organization so that severe winter weather impacts may be proactively managed and potentially minimized.

Managing the Risk

Pre-Emergency Planning

Advance preparation can help to mitigate winter weather impacts on your operations and business continuity

Emergency plans should address the impact of severe winter weather, abnormal snowfall, or extended periods of subfreezing temperatures on your operations.

Pre-plans should include steps for early building closures during severe weather, notification of all employees during such events, and managing operations if temperatures inside your facility drop towards freezing.

General Precautions

- Update pre-emergency plans to reflect changes in operations, physical plant, or personnel.
- Review (at least annually) the emergency plan with management, maintenance, key employees, emergency response teams, and public emergency services (fire, police, and emergency medical services).
- Ensure backup communications are in place in the event of a loss to normal communications systems.
- Ensure emergency power supply is readily available and in service.
- Maintain adequate fuel supplies for building heat and emergency generators.
- Establish a weather watch with procedures to monitor conditions and alert management and maintenance personnel.
- Keep battery-operated and weather-alert radios in constantly attended locations for monitoring weather reports.
- Keep a list of emergency phone numbers specified within the emergency plan, and post the list at all telephones and/ or meeting rooms. Ensure that all employees have these emergency phone numbers at home or somewhere off-site.
- Provide adequate emergency and first-aid supplies.
- Ensure space heaters have appropriate safety interlocks, are fueled, functional, and properly vented.
- Contract for snow removal or have a snow removal contractor on call to assist your staff if they cannot handle snow removal.
- Designate snow deposit areas. These areas should not obstruct access to fire hydrants, post-indicator valves, emergency exit doors, or fire-pump house doors.
- Create a plan that allows your staff or contractor to safely remove snow, ice, and/or water accumulation from rooftops.
- Identify snowplow obstructions and emergency equipment so they are visible under heavy snow. Obstructions include fire hydrants, post indicator valves, and speed bumps.
- Maintain adequate supplies of sand and snow-melting chemicals on-site.
- Ensure that fire protection equipment access roads are included in snow removal plans.

Buildings and Structures

Building maintenance is critical when preparing for winter. Look for any evidence of past damage to your building's structure, pay special attention to damaged roof equipment that may need replacement, and take note of any areas of likely instability during severe winter weather.

- Review building additions or new roof equipment that may increase snow drifting versus the original building design. Areas where snowdrifts are likely to occur include: intersections of low and high roofs; valleys between two peaked roofs; and intersections

of roof and roof-mounted equipment. Excessive snowdrifts increase the weight applied to roof structures and may cause collapse.

- All building openings should be weather-tight so they will not admit cold air that could cause fire protection systems to freeze.
- Schedule routine inspections of heating equipment.
- Check that gutters and downspouts are secured to buildings and clear of leaves and debris.
- Check that all roof equipment (air conditioners, fan housing, antennas, signage, etc.) mounts are secure against damage during heavy winds.
- Clear yard drains.
- Test low building temperature alarms.
- Check emergency lights for proper working condition.
- Maintain roofs in good condition, including repairing leaks and securing flashing

Heating Equipment

Boilers, furnaces, and other heating equipment should be inspected and maintained in accordance with local regulatory and manufacturers' guidelines. Winter storms frequently cause electrical power failure, which may deactivate your heating system. If this occurs, water-filled piping (i.e., sprinklers, domestic water pipes, and air conditioning systems) may freeze and rupture.

- Inspect heating coils, air-handling units, and space heaters.
- Store combustibles safely away from heating equipment.
- Inspect and test safety shutoff valves and cutoff switches on combustion equipment

Mechanical and Process Equipment

Equipment located outside or near exterior walls is vulnerable in cold weather. Check all outside tanks and indoor pipes for moisture or condensate and proper operating condition. Remember to secure outdoor equipment against strong winds.

- For water-cooled equipment, provide adequate heat, locate in heated enclosure, or provide the proper antifreeze solution.
- Remove low points and dead ends from piping where possible; otherwise, elevate low points and provide drain valves.
- Provide heat tracing and insulation on water-filled instrumentation and control lines, and inspect this equipment.
- Drain and close all exposed water pipes and valves.

Fire Protection Water Supplies

As with other equipment, fire protection equipment can be highly vulnerable to drops in temperature during a severe weather situation.

- Ensure that fire hydrants are drained and properly working.
- Ensure that hydrants are properly marked for easy locating and clearing after a heavy snowstorm.
- Drain connections to water motor gongs and fire department connections properly.
- Drain wall hydrants and fire pump test connections of water that may be exposed to freezing. Check the packing on post indicator control valves for leaking, and repair as necessary.
- Check hydrants for tightness, and repair any leaks; also check buried valves and repair leakage.
- Check that portable and wheeled fire extinguishers located in areas subject to freezing are suitable for such locations.
- Ensure that underground water mains have adequate depth of cover.
- There should be plans in place to isolate mains that are not properly buried.
- If the fire pump suction is from an open reservoir, make sure the intake and pipes are below the frost level underground and deep enough in the water to prevent ice obstructions.

Automatic Sprinkler Systems

Sprinkler systems are a vital part of fire protection, and can be the best means of containing an outbreak. As such, it is important to make sure that all systems are functioning properly in advance of a severe winter weather event.

- Inspect and maintain all sprinkler systems in accordance with National Fire Protection Association (NFPA) 13 or equivalent local codes. Maintain air pressure, and set dry-pipe valves.
- Provide heat for dry-pipe and deluge-valve enclosures. Make sure the heaters are in good operating condition.
- Drain dry-pipe low points and condensate collection points. Continue your check weekly until no water will drain.
- Test solutions in all antifreeze sprinkler systems and add antifreeze as necessary.
- Ensure correct temperature rating for sprinklers located near steam pipes, unit heaters, or other heat-producing equipment.

When snow begins to fall and the temperature drops, review your emergency plans again to ensure all aspects are functioning properly. Notify snow removal contractors if there are no automatic contracts in place and close doors, windows, roof vents, and openings. Assign security guards to tour unattended building areas and check building heating conditions.

Buildings and Structures

Accumulations of snow on the roofs of buildings and/ or structures, may result in structural and/ or roof-covering damage, as well as resulting damage to the contents below. Damage may result from inadequate structural design, drifting of snow in areas of differing roof elevations and/ or excessive weight of rain following snow.

- Maintain an indoor temperature above 40° F (5° C).
- Circulate indoor air so temperatures near outer walls do not drop.
- Check indoor temperatures regularly, or install building temperature supervision alarms.
- Monitor snow, ice, and water accumulations on rooftops (especially those vulnerable to snow drifting), and remove excessive accumulations if safe to do so.
- Keep roof drains clear of ice and snow, and clear paths to the drains.

Warning Signs of Overstress Conditions during a Winter Storm

- Sagging ceiling tiles or boards, ceiling boards falling out of the ceiling grid, and/or sagging sprinkler lines and sprinkler heads
- Sprinkler heads deflecting below suspended ceilings
- Popping, cracking, and creaking noises
- Sagging roof members, including metal decking or plywood sheathing
- Bowing truss bottom chords or web members
- Doors and/or windows that can no longer be opened or closed
- Cracked or split wood members
- Cracks in walls or masonry
- Severe roof leaks
- Excessive accumulation of water at no drainage locations on low slope roofs

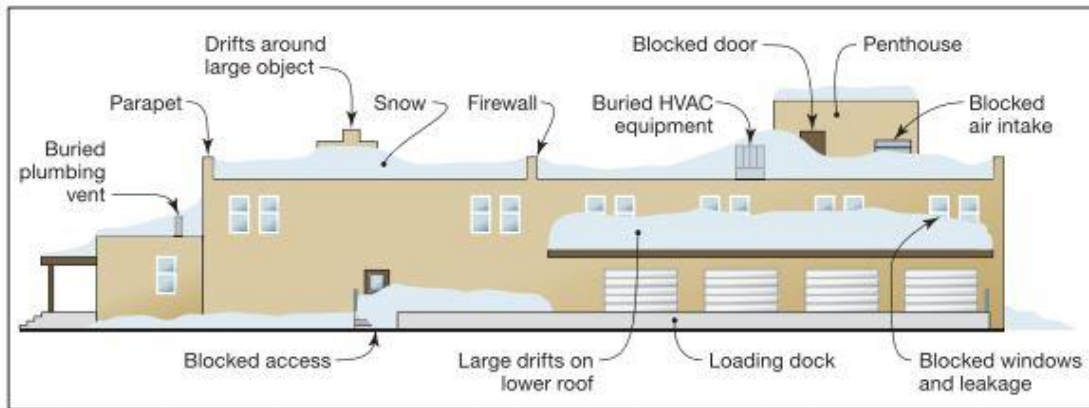


Figure 1a. Unbalanced snow load from drifting and sliding snow on typical commercial or industrial building



Figure 1b.
Unbalanced snow load
from drifting and sliding
snow on residential
structure

FEMA P-957- Snow Load Safety Guide- Figure 1a and Figure 1b

Mechanical and Process Equipment

- For idle air conditioning systems, remove water from oil coolers and water jackets, and drain condensers of chilling units.
- Check pressure vessel vents, relief valves, and safety valves to assure that moving parts are protected from water accumulation or freezing of vapor.

Fire Protection Equipment

- Maintain proper heat above 40° F (5° C) for dry-pipe valve, deluge-valve and pump enclosures. Maintain air pressure within normal range.
- Keep outdoor sprinkler valves clear of snow.
- Check the water temperature of the fire pump's suction tank daily, if provided. Tank vents should be kept clear of ice.

Facility Closures

If you experience an extended loss of building heat, take immediate action to prevent freeze-up of mechanical process systems, domestic water piping, and wet pipe automatic sprinkler systems. If water pipes freeze, do not use torches to thaw frozen equipment. Steam can cause an explosion, and torches have caused many large fires.

- Close all affected sprinkler valves and all fire-pump water valves.
- Drain fire-pump motor jacket(s), sprinklers, domestic water pipes, instrument pipes, process pipes, boilers, toilet water closets, heaters, and coolers.
- Close domestic water valves and water valve to process lines.
- Heat trace (with electric wire) pipes that cannot be drained.
- Use only Underwriters' Laboratories (UL) listed or Factory Mutual approved portable heaters where they can be safely supervised and where there is adequate ventilation. Use extreme caution to prevent ignition of surrounding combustibles.
- As soon as sufficient building heat is restored, reactivate fire protection systems

Summary

This document has provided some recommended options and guidelines to help better assess the risk and protect facilities against winter weather. Note that this is not an exhaustive list of guidance or recommendations, but is considered to be a helpful starting point to better understand and evaluate the risk and consequences of winter weather to your property.

For more information and customized guidance specific to the location(s) affected, contact your local Marsh Advisory representative.

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Winter_Weather_Precautions_v1.0.docx 27-Sep-2022

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. ☐ ☐
- Emergency lighting for public assembly areas in buildings. ☐ ☐
- Evacuation plans posted for public assembly areas in buildings. ☐ ☐
- Public areas have necessary warning or directional signs. ☐ ☐
- Construction work has barriers, covers, and markings. ☐ ☐
- Street and road signs noted in good condition, clear of obstructions. ☐ ☐
- Sidewalks smooth and even; no holes, no raised or broken areas. ☐ ☐

Comments: _____

Employee Safety

Safety Meetings

- Held in the department. ☐ ☐
- Meetings held ____ monthly ____ quarterly ____ other _____ ; documented ☐ ☐
- Different topic each time. ☐ ☐
- Covers department safety rules. ☐ ☐

Safety Rules

- Rules specific for this department. ☐ ☐
- Rules are written, posted in the department. ☐ ☐
- Reviewed with new employees. ☐ ☐

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. ☐ ☐
- Employees trained on proper use. ☐ ☐
- Equipment properly maintained. ☐ ☐
- Shop equipment has proper guards to protect from pinch or caught-between type injuries. ☐ ☐
- Chemicals used in the department. ☐ ☐
- MSDS sheets available; employees trained on hazards, proper use, proper PPE to use. ☐ ☐

Comments: _____

Auto and Equipment

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

Comments: _____

Safety Meeting Attendance Sign Up Sheet

City/County: _____

Date: _____

Department: _____

Topic: _____

Attendees:

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

Next meeting scheduled for _____

Safety Coordinator _____



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SHARE

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LOCAL GOVERNMENT RISK
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