



SHARE

OCTOBER 2021
ISSUE #9

SAFETY HEALTH AND RISK E-CONNECT NEWSLETTER

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

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

TEN TIPS For Workplace SAFETY p.19

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& BREAST CANCER AWARENESS**

**Print Your
Safety
Bulletin
p. 22**

SAFETY THEME

DOWNLOAD THIS MONTH'S
SAFETY POSTER

HEALTH PROMOTION SERVICES

CHECK OUT THE LIVING WELL
GEORGIA CORNER

RISK/LIABILITY

FIRST AMENDMENT AUDITS

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UPCOMING WEBINARS AND TRAINING EVENTS

For a current list of training events, please visit:
www.lgrms.com/trainingcalendar

THERE ARE CURRENTLY NO EVENTS ON THE CALENDAR

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



A NOTE FROM THE EDITOR

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

Fall is on the Horizon!

Welcome to the October edition of SHARE, the combined 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 on some key safety tips to keep you focused and avoid injuries. Our law enforcement focus looks at Due Regard and we revisit First Amendment Auditors and Liability. Be safe.

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

welcome
October

DIRECTOR'S CORNER



By Dan Beck, LGRMS Director

Are You Recognizing the Right People and the Right Behaviors

I really enjoy recognizing people doing the right things. Positive reinforcement of employees meeting expectations, or exceeding expectations, is a solid tool to assist you in changing your culture. This recognition can

be as simple (although effective) as saying great job, or as complex as giving bonuses or gifts. If you want to change your culture in a positive direction, you need to ensure you are recognizing the right people for the right behavior.

When I first got into safety and risk management, I heard of a company that was giving away big screen televisions to employees that didn't have an injury during the year. This was in the 1990s, when big screen TVs cost \$5K and weighed 300 lbs. Thus, it was quite a reward for someone that was making \$30 to \$40 thousand.

As you might expect, their reports of injuries went way down that year. Some might think that was a very successful campaign. The problem was that the injuries didn't stop happening, the employees just stopped reporting them. After the rewards were given, the employees started reporting those injuries, and they were much worse and more expensive because they were not immediately treated.

In one of my first jobs., we gave away fire extinguishers to all 1,800 employees that didn't have an injury during the year. A fire extinguisher is not really motivation to not report an injury, so I didn't really think it would do any harm. As I was watching the line of employees picking up their fire extinguisher, an employee walked up to me and asked, "Do you know who I am?". I said, "Yes, of course I know you". He said, "Do you remember I got hit in the head with a hammer and I don't get a fire extinguisher". I said, "Yes, I remember that incident investigation". He pointed and said, "do you see that guy in line for the free fire extinguisher. I said, "yes". He said, "he is the guy that hit me in the head with the hammer".

Needless to say, I had to rethink my philosophy on recognition. I stopped recognizing people for not getting hurt and started recognizing people for doing the right thing. I focused on recognizing these behaviors.

- Great house keeping
- Great solutions to high-risk issues
- Stopping work when risks are too high
- Process improvement
- Risk control team leadership

- Great job of training others
- Shows awareness of their surroundings
- Wears the correct safety equipment
- Reports unsafe conditions
- Knows locations of emergency exits
- Uses mechanical aids
- Arranges their work area to fit their body (ergonomics)
- Helps keep online safety at the office in check (cybersecurity, technology, etc.)
- Goes above and beyond in safety training and ongoing safety education
- Helps keep the workplace on track to meet safety goals
- ETC.

With that said, I want to recognize you for reading this article. The first four insurance pool member employees (ACCG or GMA - L&H, P&L, or WC) that send me an email with a review of this article. Will get a \$50 gift certificate. Just send me an email at dbeck@lgrms.com, with the following

- Your name
- Your title
- City, County, Authority Name
- Review of the article



FIRST AMENDMENT AUDITS



by Natalie Sellers,
LGRMS Law Enforcement Risk Consultant

Law enforcement around the country is being “lured” into inappropriate contact with individuals that serve no other purpose than to provoke wrongful arrests. They are currently making their way to a city or county near you, so prepare yourself for such an event describe as “First Amendment Audit”.

These individuals are self-proclaimed ‘First Amendment Auditors’ and they are prepared to go to jail for the sole purpose of ridiculing your law enforcement officers on YouTube and then filing a lawsuit against the city or county. A google or YouTube search of previous incidents involving first amendment audits is a great training tool to prepare your agency against one of these audits.

The auditors will normally show up on public city or county property and begin recording. Some have even been carrying vulgar signage for the direct purpose of baiting the encounter with city or county officials, who will in turn call for law enforcement assistance. Once law enforcement arrives, their objective is to encourage verbal confrontation. The auditor will then entice the officer to improperly search, arrest, and seize the auditor and his equipment.

Prepare your officers and city/county employees for such an encounter, as their only purpose is to file civil litigation and drive viewers to their web content. Remember that city/county buildings are open to the public. There is nothing illegal about walking around recording in any area that a person or others are permitted to occupy. This action should not constitute public alarm, even though a clerk or others within or outside the facility find this behavior disturbing. Remove the fact that they are

recording and ask yourself if you would respond in the same manner? Is the person on public property? Is the person blocking access to the facility?

The First Amendment is not absolute. The Supreme Court has recognized that there are certain places, known as "forums," in which the government can limit speech. The most protected areas are "traditional public forums" such as streets, sidewalks, parks, and town squares, where governments may impose only very limited speech regulations. Other areas within public property are known as "nonpublic forums," such as military bases, police and fire stations, public schools, courthouse lobbies and hallways, and the interior of government office buildings. In those, governments may impose significantly more restrictive regulations.

Below is great advice from the Municipal Association of South Carolina. Better to be prepared and nothing happen, than unprepared and something does. So, train all employees on how to respond should a “First Amendment Auditor” come to your city or county.

Prepare your agency

A First Amendment audit is always uncomfortable and can be disruptive, but there are practical ways to prepare and respond:

- Educate employees. All public-facing employees should have some familiarity with First Amendment audits and how to respond. Although the auditors often exceed their rights under the First Amendment, they do have the right to film public employees in public places.

- Don't overreact. Auditors are trying to provoke a negative reaction that they can post on social media. A video of a public employee responding calmly is not going to result in much traction. The best defense is simple patience.
- Identify and mark nonpublic forums. In many cases, auditors will try to enter private areas, hallways, or offices. The municipality has a right to mark these areas as nonpublic and to impose reasonable regulations on the right to film in them. Nonpublic forums can include any areas into which, under ordinary circumstances, visitors must be invited before entering. Examples include hallways, cubicles, offices, and workspaces.
- Consider rules about harassment. Some auditors may engage in conduct that rises to the level of harassment. They may claim they can demand answers or invade the privacy of private residents.
- Before adopting any specific regulations, local government should consult with its attorney. The rules are complex, and violations of the First Amendment can result not only in an embarrassing YouTube video, but also monetary liability. Again, the most important thing to remember is to keep calm.



NOTES FROM THE ROAD

SUPERVISION

by
Steve Shields, LGRMS Loss Control Manager



When investigating a very serious accident, which resulted in an amputation, I found this was not the first time the employee had done this job in this manner. In other words, they didn't wake up the morning of the accident and say, "I'm going to try something different."

Which raises a concern, why had the onsite supervisor not stopped this practice? Notice I say "practice", because during the investigation, other employees would tell us that the injured employee routinely preformed the job task in the manner they were hurt.

So, I'll ask again, are supervisors being held accountable for their employees? Failure to hold supervisors accountable can result in serious, even fatal accidents on jobsites. A review of operations should be performed on a regular basis. And when unsafe acts are found, they should be corrected immediately. Then discussions should be held with supervisors requiring them to watch what their employees are doing, how they are doing it, and is it safe.

With Notes From the Road this is Steve Shields.



by Weston Cox,
LGRMS Loss Control Representative

My name is Weston Cox and I am the new Loss Control Consultant for the South Georgia territory. I am excited to join the LGRMS team and service our GMA and ACCG members. I graduated from Valdosta State University in 2016 with a Bachelor's Degree in Business Administration and Management. Since 2017, I have worked with industry leading insurance carriers and their customers to help resolve property insurance claims. I now have the unique opportunity to help our members identify certain risks in order to prevent/reduce workers' compensation and property/liability claims from occurring. Having worked within the insurance claims industry and being a local native of Colquitt County, I understand the specific needs of local government employees in South Georgia and I look forward to serving as their safety point of contact. I'm excited to contribute to the LGRMS team and serving our members for many years to come.

Due Regard *And* Emergency Vehicles



by David Trotter,
LGRMS Senior Public Safety Risk Consultant

In reviewing GIRMA and IRMA insurance claims for law enforcement motor vehicle collisions, one of the most common causes of collisions is failure to stop/yield right of way. Other major causes are backing, rear end, struck fixed object, and hit animal. Those usually point back to distraction and inattention. Failure to stop/yield can be 2 root causes, which also can be distraction and inattention, but under O.C.G.A 40-6-6 fall completely under Due Regard for an authorized law enforcement vehicle responding to a true emergency or in pursuit of an actual or suspected violator of the law.

DUE REGARD is a term Georgia Peace Officers hear often. It is written into standard operating policy and procedure. It is a term used in court and training. But do our Law Enforcement Professionals have a standard for applying Due Regard in rapidly evolving

circumstances and events while driving? It is a simple term with a complex meaning and is difficult at best to quickly explain.

[ABC's and 123's of Due Regard](#)

I frequently compare driver training to firearms training, because some basic principles apply. Aim, sight picture, backstop, environment, etc. We can teach someone to hit a paper target with accuracy all day in a controlled environment, but we must instill accountability with accuracy as well, to be applied in live environments. Same principle with vehicle operations, except we want the driver to aim for NOT hitting anything or anyone.

The simplest way I can define Due Regard is having the safety and wellbeing of the public in mind and that being paramount to call response or arrest. Our duty as

Law Enforcement Professionals is to protect the public. When one is driving, especially in pursuit and responding to calls, they must include a goal to not drive in a manner which does not contradict our duty to protect. Much like a Physicians oath, “First, do no harm”, we have the same obligation when driving.

O.C.G.A 40-6-6 does not allow one to recklessly disregard traffic laws. There are four specific privileges afforded to a Law Enforcement Officer driving an authorized emergency vehicle, making use of an audible signal, flashing or revolving a blue light visible to the front of the vehicle for 500 feet, and using DUE REGARD.

1. Park or stand irrespective of the provisions of chapter 40;
2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;
3. Exceed the maximum speed limits so long as he or she does not endanger life or property; and
4. Disregard regulations governing direction of movement or turning in specified directions.

Things to remember

Forget about fault and focus on prevention. There is an adage that two wrongs don't make a right. The same applies here. Just because you perceive you're right, doesn't prevent the collision.

Slow down and preferably stop at intersections regardless of right of way, weather, pedestrian, and traffic conditions. Err on the side of safety.

Look down the intersecting road left, center, right, center, and back left again before proceeding through the intersection.

Clear about 500 feet down the roadway in each direction.

Clear each lane one at a time. You may need to stop before entering the next lane.

Remember other drivers may not see or hear you.

SLOW DOWN!!!! Get there safe. If you don't get there, you haven't accomplished your task and you may tie up additional resources, such as other officers/deputies/troopers, fire, and EMS personnel.

Most importantly, if you're in a collision you may be seriously injured or killed, as well as cause injury or death to an innocent third party.

In conclusion, please always drive with Due Regard for the safety of the public and yourself. The life you save could be yours, mine, or someone close to you.

SAFETY FOCUS

Restarting Your Safety Program

by Vincent Scott, LGRMS Loss Control Representative



The impact of COVID-19 on local governments across the United States has been extremely difficult. Many local governments continued to operate this entire time, as others have just recently restarted. Major changes, whether caused by the pandemic, retention of key personnel, or other disruptions may have affected employees in different ways. No matter where you are in the process, you need to take several actions to ensure your operations are as safe and productive as possible.

Basic safety measures start with an understanding of the hazards, risks, and controls throughout the respective operations in your organization. Safety policies or procedures will likely need to include:

- Providing information sheets and posters.
- Discussing physical distancing and hygiene in safety committee or departmental safety meetings (keeping in mind the need to continue physical distancing).

- Using virtual meeting technology.

It'll take time for people to get used to the new processes, so expect a delay in workers returning to their usual level of performance. Changing work practices can bring new risks and impacts on existing risks, especially at a time when your workers may still be stressed due to the restrictions of COVID-19 requirements on them and their families. Taking these steps not only reinforce the message of safety, but they can also strengthen your organization's culture based on trust and support. Navigating uncertain times is never easy, but showing respect for and protecting your workforce, and ensuring continuity in operations are top priorities in any environment.

Please call or write us with any concerns, questions, or requests for training. As we will do what we can to assist with needs of your organization.



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.18.

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

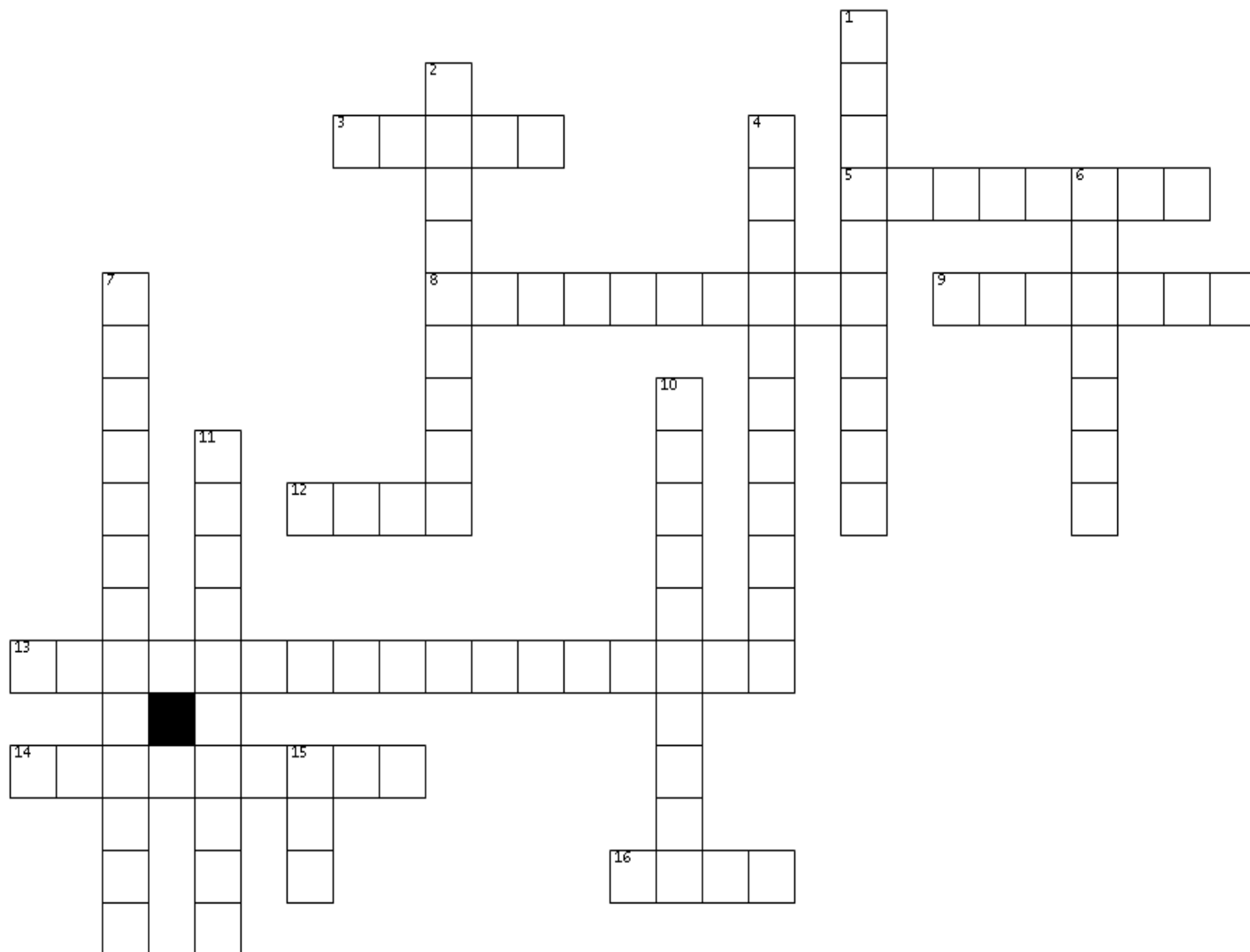
auditors
awareness
behaviors
breast
cancer
chicken
due
focus
ingredients
lump
practices
regard
reward
safety
supervisor
tortilla
workplace

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.18.**

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
				S																					

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

OCTOBER SHARE Crossword PUZZLE



ACROSS

3. only a small percentage of these in breasts turn out to be cancer
5. try to provoke negative reactions that they can post on social media
8. term GA Peace officers hear often
9. how often the SHARE is produced
12. don't reward people for not doing this but for doing the right thing
13. 1800 employees were given these as a reward for non injuries
14. changing these at work can bring new risks and impacts on existing risks
16. failure to do this is one of the major causes of collisions

DOWN

1. some auditors may engage in conduct rising to this
2. the first is not absolute
4. failure to hold these individuals accountable can result in serious accidents
6. this month's issue of the SHARE publication
7. first amendment audits are often this as well as disruptive
10. studies suggest that this increases risk of breast cancer after menopause
11. forget about fault and focus on this when avoiding collisions
15. last name of LGRMS's newest team member



OCTOBER IS **BREAST** CANCER AWARENESS MONTH



by Paige Rinehart,
LGRMS Health Promotion Representative



OCTOBER IS BREAST CANCER AWARENESS MONTH

Breast cancer is the most common cancer among women worldwide. Better screening, early detection and increased awareness can save lives. Here are some common breast cancer myths, and truths.

MYTH: Finding a lump in your breast means you have cancer. Only a small percentage of breast lumps turn out to be cancer, but should always be checked by a doctor.

MYTH: A mammogram can cause breast cancer to spread. Breast compression from getting a mammogram does not cause cancer to spread. The standard recommendation is an annual screening for women beginning at age 40.

MYTH: Wearing a bra to bed or using deodorant causes breast cancer. Researchers from the National Cancer Institute show no link between women who wear bras with underwire or who wear deodorant and developing breast cancer.

MYTH: Only women get breast cancer. Men can get breast cancer and should have regular check-ups too.

It can be hard to separate fact from fiction. Speak with your doctor if you have questions about risk factors and other breast cancer myths.

Lowering Risks for Breast Cancer

Breast cancer is a disease that many people see as an inherited disease. While genetics do play a role, the truth is, according to medical experts, most of breast

cancers are NOT inherited. This means that there are things that can be done to lower one's risk of breast cancer.

These factors that can be controlled are cigarette smoking, exercising and eating nutritious foods.

No food or diet can prevent breast cancer, but nutritious foods are good for the body, help maintain a healthy weight and boost immunity.

Dieticians suggest:

- Getting the nutrients needed from fruits, vegetables and whole grains give the body energy it needs.
- Eat more than 5 cups of fruits and vegetables a day.
- Eliminate foods high in fat and try to limit fat to less than 20% of total calories a day.
- Avoid trans fats, red meats and charred or smoked foods.
- Eat foods high in Omega-2 fatty acids.

Studies suggest that being overweight increases the risk of breast cancer after menopause. More research is needed in this important area, but for now, it's just one more great reason to nourish your body with good food.

"Your body keeps an accurate journal regardless of what you write down." Unknown

Learning how to live a healthy lifestyle is the first step to reducing your risk of developing breast cancer. 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!

BREAST CANCER AWARENESS MONTH

THE PATH TO BEATING BREAST CANCER

Stay Optimistic

Breast cancer is the second most common cancer among women in the United States. Black women die from breast cancer at a higher rate than White women.

-cdc.gov/cancer/breast/statistics

"Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence"

-Helen Keller

SLOW COOKER CHICKEN TORTILLA SOUP

Ingredients:

Chicken/Chicken Broth/Black Beans/Diced Tomatoes/
Corn/Chilies/Garlic/Onion/Cumin/Chili Powder

1lb. chicken breasts

4 cups low-sodium, chicken broth

2 (14oz) can black beans, rinsed and drained

1 (14oz) can fire-roasted diced tomatoes, with juice

2 cups frozen corn kernels

1 (4oz) can diced green chiles

4 cloves garlic, minced

1 sweet onion, diced

2 tsp. ground cumin

2 tsp. chili powder

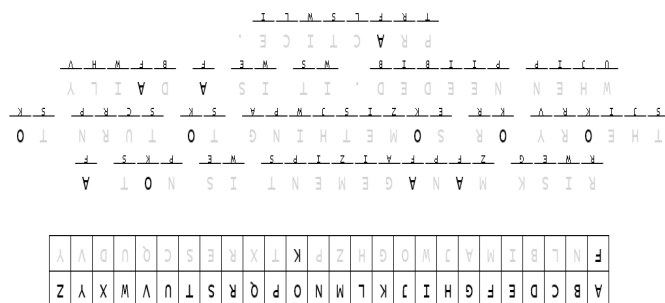
Add all ingredients to a slow cooker, stir to combine, cook for 3-4 hours on high heat. Serve warm and garnish with fresh cilantro and diced avocado if desired.



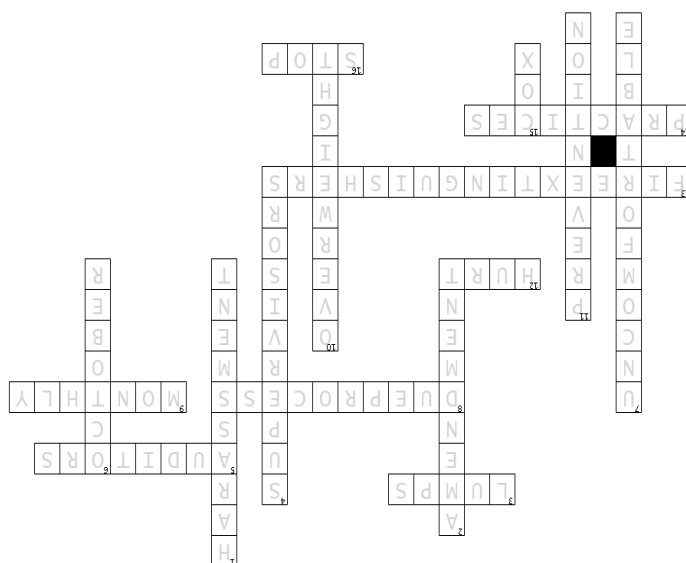
FUN WITH SAFETY ANSWER KEY



"I don't care if bungee jumping is faster than the aerial lift. Around here it's against safety rules!"



Cryptquote Puzzle Answer Key



Crossword Puzzle Answer Key

SHARE

OCTOBER 2021
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SAFETY THEME

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



TEN TIPS FOR WORKPLACE SAFETY

Ten Tips for Workplace Safety

Every workplace has a culture. The culture of workplace safety cannot exist on best practice guidelines and policies alone. A safe working environment is based on how well the people in management, and those who do the work, our employees, adhere to – and communicate about – safety standards.

The best foundation for any successful workplace safety effort is one that encourages employees to identify unsafe behaviors and opportunities for improvement while also making well-informed safety decisions during daily routine tasks. Here are ten general workplace safety tips every employee should know. Are there other tips applicable to the types of jobs your employees do that we could add to these?

1. Be Aware of Your Surroundings

This step requires knowing the particular hazards of your job or workplace. Once you've learned these risks, you are able to keep clear of potentially hazardous areas and potentially hazardous situations. Also, always be alert around machinery. Don't become complacent.

2. Keep Correct Posture to Protect Your Back

If you work at a desk, keep your shoulders in line with your hips to avoid back problems. If you're picking things up, use correct form so your back doesn't get hurt. Avoid stooping and twisting. If possible, always use ergonomically-designed furniture and safety equipment so everything you need is within easy reach. Stand up and walk around periodically.

3. Take Regular Breaks

So many work-related injuries and illnesses occur because a worker is tired, burned out, and not alert to their surroundings. Taking regular breaks helps you stay fresh on the job. One trick to staying alert is to schedule the most difficult tasks when your concentration is best, like first thing in the morning. Get away from your desk or equipment while on break.

4. Use Tools and Machines Properly

Take the proper precautions when using tools, and never take shortcuts. Taking shortcuts is the leading cause of workplace injury. It's a huge safety risk to use scaffolding as a ladder or one tool in place of another for a specific job. Using tools the right way greatly reduces the chance of workplace injury. Don't be afraid to ask how!

5. Keep Emergency Exits Easily Accessible

In case of an emergency, you'll need quick, easy access to the exits. It's also recommended to keep clear access to equipment shutoffs in case you need to quickly stop them from functioning. Those emergency exit stairwells should not be used for storage – not even temporary storage.

6. Report Unsafe Conditions to Your Supervisor

Your supervisor needs to be informed about any workplace safety hazards or risks. They may not know there is a hazard unless you tell them. You might be saving a coworker from serious injury if you report them. It is everyone's job to help make a safe work environment.

7. Use Mechanical Aids Whenever Possible

Instead of attempting to carry or lift something that's really heavy in an attempt to save a sliver of time during your workday, take the extra minute to use a wheelbarrow, conveyor belt, crank, or forklift, or ask for help. Too many injury risks are involved with trying to lift something that weighs too much.

8. Drive Defensively

The public roads are one of the most dangerous workplace environments that our employees deal with routinely. While operating vehicles, avoid distractions such as cell phones. Pay attention to what is on the road with you. Focus on driving, not the next job you're headed to. Slow down and increase following distance. This allows you more reaction time. Remember you may be a great driver, but others may be on their cell phone or otherwise distracted.

9. Reduce Workplace Stress

Stress can lead to depression and concentration

problems. Common causes of workplace stress include long hours, heavy workload, job insecurity and conflicts with coworkers or managers. Take your concerns about workplace stress to your supervisor to see how they might help you address them.

10. Wear the Correct Safety Equipment

If you're not wearing the correct Personal Protective Equipment for a task, you may get injured. Depending on the job, equipment like earplugs, earmuffs, hard hats, safety goggles, gloves or a full-face mask greatly reduce the risk of workplace injury.

It's up to all of us to get employees onboard with workplace safety efforts, encouraging them to become active members in the process. Share with them the workplace injury statistics and the inherent risks their job presents to them on a daily basis. Provide incentives that reward them for exemplifying great workplace safety behavior. These simple initiatives really do make all of the difference.



SAFETY BULLETIN

Take Ten for Safety

TEN TIPS FOR WORKPLACE SAFETY

- 1: Be Aware of Your Surroundings
- 2: Keep Correct Posture
- 3: Take Regular Breaks
- 4: Use Tools and Machines Properly
- 5: Keep Emergency Exits Accessible
- 6: Report Unsafe Conditions
- 7: Use Mechanical Aids When Possible
- 8: Drive Defensively
- 9: Reduce Workplace Stress
- 10: Wear Correct Safety Equipment

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:	____ Heat	____ Cold	____ Rain/sleet/snow	____ Use of chemicals
	____ Noise	____ Work in confined spaces	____ Work in trenches	
	____ Traffic	____ Blood/body fluids	____ Other _____	

Proper personal protective equipment available

Respirators, goggles, face shields, chemical gloves, traffic vests, appropriate clothing

Trench boxes/shoring for trenching, ear plugs/muffs, body armor (law enforcement)

Confined space equipment, harness, air testing equipment, ventilation equipment, tripod

Fire department turn-out gear, blood-borne pathogens kits

Personal protective equipment required to be worn.	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained on proper use.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Shop equipment has proper guards to protect from pinch or caught-between type injuries.	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals used in the department.	<input type="checkbox"/>	<input type="checkbox"/>
MSDS sheets available; employees trained on hazards, proper use, proper PPE to use.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Auto and Equipment

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

Comments: _____

Safety Meeting Attendance Sign Up Sheet

[Click Here to Print Form](#)

City/County: _____

Date: _____

Department: _____

Topic: _____

Attendees:

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

Next meeting scheduled for _____

Safety Coordinator _____



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SHARE

OCTOBER 2021 - ISSUE 9.0

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

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