



SHARE

OCTOBER 2023
ISSUE #28

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.

Protect Your Hearing

P. 24

ALSO IN THIS ISSUE:
True Root Cause
Navigating Grooming Standards Policy

SAFETY THEME

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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
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UPCOMING WEBINARS AND TRAINING EVENTS

LEERS TRAINING

FULL DAY | 8:30AM - 3:30PM

November 16, 2023 - Rabun County

January 02, 2024 - Madison, GA

January 04, 2024 - Madison, GA

January 24, 2024 - Brookhaven, GA

LEERS SUMMIT

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

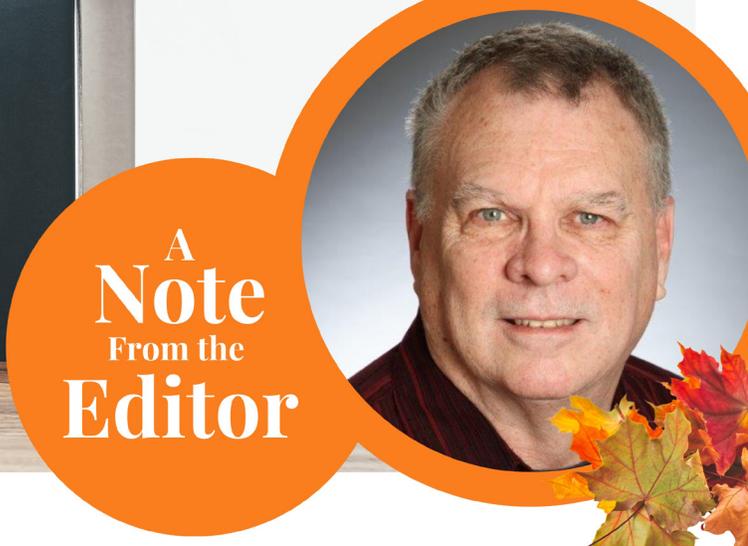
November 02, 2023 - Forsyth, GA

IMPORTANT NOTE:

Please check the LGRMS website for the most current listing of training events in your area. Please visit: www.lgrms.com/trainingeventcalendar



Welcome to
OCTOBER.



A
Note
From the
Editor



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

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

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

IN THIS ISSUE

In this issue, we have a variety of articles focusing on current topics affecting local governments. Workers and worker safety is always our number one focus. As part of that, our focus for workers is hearing safety. Workers need to know when, where, and what type of hearing protection is needed for different environments. Hearing loss is cumulative, protect your hearing now.

Reminder: the November and December Issue of SHARE is a combined issue and should be published on or around 11 December 2023. For questions or issues on training or any other services provided by LGRMS, contact Shamilla Jordan at sjordan@lgrms.com or Cortney Steptor at csteptor@lgrms.com.

Be Safe.

QUESTIONS OR CONCERNS

Should you have any questions or concerns, please contact: Dennis Watts, dwatts@lgrms.com, or Shamilla Jordan, sjordan@lgrms.com.



IDENTIFYING TRUE ROOT CAUSES of INVESTIGATIONS



DIRECTOR'S CORNER



By Dan Beck, LGRMS Director

I have reviewed many incident investigations in the past. One of their most common issues is that they fail to identify the true root cause of the incident. Untrained investigators typically identify surface causes, such as the employee wasn't paying attention, or the equipment failed. A well-trained investigator will dig further to identify the true root cause of the incident.

Why do we need to get to the root cause? Before I answer that question, let me ask a few other questions on the subject of gardening.

- Do you garden or have a lawn?
- Do you have weeds in your garden?
- How do you get rid of the weeds?
- What happens if you pull the weed, and the root remains in the ground?

The answer to the last question is: The weed will grow right back. This is similar to finding the root cause. If you don't find the root cause and resolve those issues, the issues will come right back. This is referred to as the "Incident Weed" Theory.

There are several methods to assist you in finding the root cause of any incident. NASA uses the Root Cause Analysis Tool (RCAT) to identify root causes. This method is very time-consuming and complicated, but based on the potential for catastrophic loss it is warranted.

For most of the incidents you are involved with, you can use a much less complicated and simpler methodology. The method I recommend is called the "Five Whys". Within this method, you need to revert back to when you were a two-year old. Remember, how you didn't really know anything, and you constantly asked questions. Maybe the below dialogue will refresh your memory.

4. Two-year old: Mommy, why is the sky blue?
Mommy: Because that is how God made it.
5. Two-year old: Why did God make the sky blue?
Mommy: Because that is His favorite color?

6. Two-year old: Why is God's favorite color blue?

Mommy: Because I said so. Go and play.

The only real difference between the example above and the actual "Five Whys" method is that we don't accept the answer, "Because I said so", and we will go through at least 5 questions. Let's try this with a real incident. Let's say someone falls through a hole in the floor. The first question will start with the result of the incident and work your way to the root cause. See the string of questions below.

1. Question: Why did the employee suffer a broken leg?

Answer: Because the employee fell to the bottom of the stairs.

2. Question: Why did the employee fall to the bottom of the stairs?

Answer: Because there was a hole in the floor.

3. Question: Why was there a hole in the floor?
Answer: Because that is where they store supplies.

4. Question: Why did they store supplies in this area?

Answer: They didn't have any space available for storage.

5. Question: Why didn't they have space available for storage?

Answer: Because they were located in an expensive rent district and space was very limited.

As you can see from this "Five Whys" example, we learned a lot about the incident. If we were to stop after the 2nd or 3rd question, we might implement a solution that is focused on a problem, that will grow right back.



“If you don't find the root cause and resolve those issues, the issues will come right back.”

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



[CLICK HERE TO REGISTER](#)



**HAS ANYTHING CHANGED?
FILL OUT THE FORM ON PG. 7**

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 7.

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 can print it out, complete the required fields, and send it back to us via mail or fax.

LGRMS
Attn: Cortney Stepter
3500 Parkway Lane
Suite 110
Peachtree Corners, GA 30092

Email: lgrmsadmin@lgrms.com

Fax: 770-246-3149

CONTACT LIST FORM

Date:

ORGANIZATIONAL INFORMATION

ACCG

GMA

ADDRESS

CITY

STATE

ZIP CODE

COUNTRY

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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

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Select all that apply

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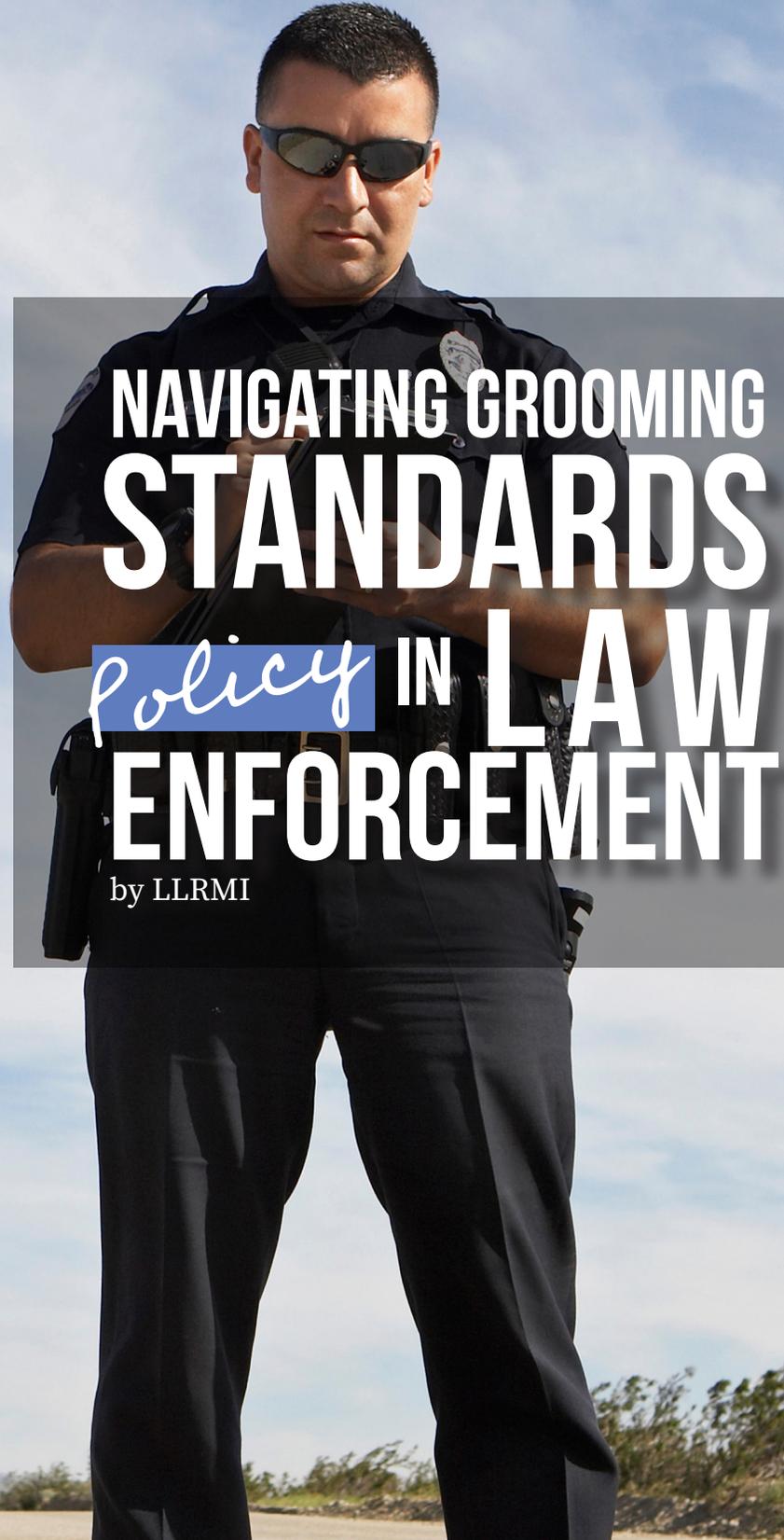
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LIABILITY BEAT



NAVIGATING GROOMING STANDARDS *Policy* IN LAW ENFORCEMENT

by LLRMI

After receiving several questions regarding the current standard for law enforcement grooming policy, below is some guidance that may assist in addressing current challenges in legal updates.

Grooming Standards

October 1, 2023

Since the 1976 U.S. Supreme Court decision in *Kelley v. Johnson*, courts have shown deference to grooming standards challenged on constitutional grounds. This decision ruled that the police department in question demonstrated a rational connection between its grooming regulation and personal and property safety and that the regulation did not violate due process protections. Even though courts generally give wide latitude to law enforcement agencies with respect to grooming and dress codes, they must ensure that restrictions do not violate fundamental constitutional rights. Grooming standards have generally been upheld when challenged on constitutional grounds, but certain grooming standards implicate protections provided by statutes designed to prevent race, gender, or handicap discrimination.

For example, prohibitions on beards have been challenged by black males who suffer from a medical condition called pseudofolliculitis barbae. Another challenge raised in grooming code cases involves potential gender discrimination since men are often governed by one standard and women by another. Law enforcement agencies have maximum body weight

standards for both safety and physical fitness reasons. Mandated weight standards have encountered varied court interpretations when challenged on the basis that they violate the Americans with Disabilities Act or the Rehabilitation Act of 1973. Police grooming standards will be upheld when challenged on a constitutional basis as long as there is a legitimate, nonarbitrary reason for the standards.

[Sample Grooming Policies](#)

United States Border Patrol Grooming Standards

In order to foster public trust, uniformed law enforcement officers need to maintain a professional and neatly groomed appearance. Accordingly, the following standards will apply to all Border Patrol Agents. These standards shall be applied consistently and fairly. The Chief Patrol Agent may grant exceptions to these standards for Border Patrol Agents assigned to plain clothes duties such as field intelligence units, disrupt units, multi-agency task forces, or similar duties where these standards might compromise the safety and effectiveness of these units. Other exceptions to these standards may be granted by the Chief Patrol Agent.

Head and facial hair, including sideburns mustaches, and beards shall be neatly trimmed and clean, and shall neither interfere with the wearing of the required uniform nor constitute a safety hazard or an impediment to the employee's ability to properly perform his or her assigned duties. Employees who are not actively attempting to grow a beard or other type of facial hair must report to work with an otherwise

cleanly shaven face.

Hair

- Ponytails, pigtails, hanging locks, or hanging braids are not authorized.
- Outlandish hair coloring, such as purple, orange, green, pink, bright red, and fluorescent (or neon) colors shall not be permitted. Border Patrol Agents may not cut designs into their hair.
- Males – Hair shall not be worn below the middle point of the outer shirt collar (as measured when the agent is standing), nor cover more than half of the ears, nor cover any portion of the eyebrows. Male agents may not style their hair to circumvent these standards.
- Females – Hair shall not be worn below the bottom of the outer shirt collar (as measured when the agent is standing), nor cover any portion of the eyebrows. Female agents may wear conservative barrettes and pins as long as they do not pose an officer safety hazard.

Facial Hair

- Beards are authorized, but patchy, or spotty clumps of facial hair, excluding those resulting from scars, are not considered beards and as such are not permitted. If a beard or mustache is worn, it shall be well-groomed and neatly trimmed at all times in order not to present a ragged appearance. The bulk of the beard (the distance that the mass of facial hair protrudes from the skin of the face) shall not exceed one-half of an inch unless required for medical or religious reasons.
- Ungroomed beard stubble will not be considered

neat, clean, and professional. Facial hair will not be worn in any extreme or unconventional style.

- Beards are not authorized for agents until the successful completion of the Border Patrol Academy and any applicable probationary period and may not be worn in Class A or Class B uniforms, Honor Guard, Recruitment, Public Affairs, Sector, and Headquarters temporary assignments (unless otherwise authorized at that location), Border Patrol Academy Instructors, and Oral Hiring Boards.
- These exclusions will not apply to employees who have requested and received a waiver for medical or religious purposes.
- Sideburns may not extend below the bottom of the earlobe, and may not be more than ½” wider than at their narrowest point.
- Mustaches must be neatly trimmed and may not extend outward beyond the natural contours of the upper lip, nor downward more than 3/8” past the corner of the mouth. Mustaches may not touch the lower lip when the mouth is closed. Handlebar mustaches are not permitted. Mustaches may not be twisted.

Jewelry & Piercings

- Jewelry, if worn, must not detract from the professional law enforcement image.
- Necklaces (other than a small portion of the chain) shall not be visible. Choker-type necklaces are not authorized.
- Male agents shall not wear earrings or other body piercing items that are visible.
- Female agents may wear up to two small non-dangling earrings in each ear lobe, but shall not

wear other body piercing items that are visible.

- Intentional body and facial disfigurements that are visible are prohibited for both males and females.
- Agents may wear one bracelet per wrist, which may include a medical alert bracelet. Bracelets must be conservative in style and appropriate for the Agent's work environment.
- Agents may wear rings on their fingers as long as they do not post an officer safety hazard, interfere with the manual dexterity to operate firearms and/or any use of force implement.
- The use of gold, platinum, or other veneers or caps for the purpose of dental ornamentation (as opposed to dental repair) is prohibited. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.
- Conservative or military-styled watches are authorized for wear. Watchbands will be limited to conservative colors such as silver, gold, black, brown, dark blue, grey and dark green.

Miscellaneous

- Males – Fingernails shall not extend more than 1/8” beyond the fingertips.
- Females – Fingernails shall not extend more than ¼” beyond the fingertips.
- All fingernails must be maintained consistent with those of a professional law enforcement officer.
- Makeup is permitted only for female agents and shall be worn in a manner consistent with that of a professional law enforcement officer and must be conservative in color and amount.

Tattoos and/or Brandings

- Obscene, racially/ethnically derogatory, and/or gang tattoos or brandings shall not be visible.
- Tattoos and/or brandings on the head, face, neck, or hands are not permitted.
- One ring tattoo on each hand is permitted. The ring tattoo cannot be any wider than one-half inch and must adhere to the tattoo and branding standards.
- All visible tattoos and/or brandings, with the exception of the ring tattoo, will be covered while performing the following volunteer duties:
Recruiting, Public Affairs Officer, Oral Hiring Boards, International Liaison Duties, Community Affairs, or judicial proceedings.
- **Last Modified: April 11, 2023**

Los Angeles County Sheriff's Office 3-01/050.80 - Grooming and Dress Standards. Dated 2023

Any or all of the following guidelines may be inapplicable to an employee as appropriate with the express approval of the concerned Division Chief or Director.

Members shall keep their persons clean and sanitary by frequent bathing. Proper barbering shall be practiced. Official uniform and/or business attire shall always be kept as clean and neat as possible. Leather accessories shall be kept dyed and clean, metal parts shall be shined, and weapons shall be kept clean and serviceable.

Members on duty shall present a professional appearance when representing the Department in

court, administrative duties, conventional investigative and staff assignments, and other Departmental business activities. Clothing worn by employees while performing in any of these capacities shall be limited to the prescribed uniform or appropriate business attire.

HAIR GROOMING STANDARDS

Uniformed Male Personnel

Hair shall be neat, clean, properly trimmed, and well-groomed at all times while on duty. The hair shall be moderately tapered and may touch the shirt collar, but not extend below it. Wigs or hairpieces are permitted if they conform to the above hairstyle standards.

Hairstyles and/or wigs and hairpieces shall not interfere with the normal wearing of any regulation headgear.

Sideburns shall be trimmed so as not to extend below the bottom of the earlobe and shall end in a clean-shaven horizontal line. The flare or terminal portion of the sideburn shall not exceed the width of the main portion of the sideburn by more than one-fourth (1/4) the unflared width.

Mustaches shall be neatly trimmed and groomed and shall not extend below the upper lip line or corners of the mouth. Mustaches shall not extend to the side of the mouth by more than one-half (1/2) inch beyond the corners of the mouth.

Beards shall not be permitted.

EXCEPTION: Uniformed civilian personnel (e.g., Facility Administration crafts personnel, Custody Assistants, and Law Enforcement Technicians) who

held status in their current classification before May 1989, and who then had worn a beard, may continue to do so providing it is neatly trimmed and groomed.

Uniformed Female Personnel

Hair shall be kept clean, neat, and well-groomed at all times while on duty.

The hairstyle shall not be worn in a manner that will jeopardize the safety of the Deputy, cause a hindrance in the performance of her duties, or interfere with the use of standard headgear. The style shall allow quick placement of and ensure proper seal of emergency headgear, i.e., helmet, gas mask, and air pack mask. It shall not extend below the collar or below the eyebrows.

All sworn female personnel in non-uniformed line positions, i.e., detective assignments, shall adhere to the same grooming standards as those in uniformed assignments.

Sworn female personnel in support/staff assignments shall maintain a professional appearance.

The above standard shall be adhered to and enforced by all Unit Commanders.

Male Civilian Personnel

Members' hair shall not extend past the top of the shoulder nor below the eyebrow line on the face.

Beards and mustaches are permitted, but must be neatly trimmed and well groomed. Wigs or hairpieces are permitted if they conform to these standards.

Female Civilian Personnel

Members' hair shall be neatly styled, trimmed and well groomed. It shall not be of a style, length or artificial color which is offensive to the general public. Wigs or hairpieces are permitted if they conform to these standards.

Tattoos

While on duty and wearing any Department-approved uniform or appropriate business attire, members are prohibited from exhibiting any tattoo, branding, or other form of body art which may be seen by another person.

Members who have a tattoo referenced above shall completely cover the tattoo with a skin-toned patch, long-sleeved uniform shirt, or other material that may be formally approved by the Department.

NOTE: Personnel participating in specific investigations in which visible tattoos may assist in developing investigative credibility may be exempted from the provisions of this section with the expressed written consent of the Undersheriff.

EXCEPTION: Employees assigned to the Detective Division may receive approval from the Detective Division Chief.

DRESS STANDARD

Uniforms

The uniform tie is not required for regular daily field assignments; however, under certain circumstances, the Division Chief or Director shall have the option to

require the wearing of a tie, e.g., court bailiffs, funeral honor guard, or ceremonial occasions. When tieless, Deputies shall allow only the top (collar) button to remain open.

Partisan political emblems, symbols of fraternal or service organizations, badges, and/or emblems of any kind, other than Department authorized awards, shall not be worn. While on uniform duty, with the exception of the "Medic Alert" bracelet or necklace, jewelry shall be limited to rings and watches. Uniformed female personnel are permitted to wear small stud earrings.

Uniformed Female Personnel

Appropriate undergarments, including brassiere, shall be worn.

Uniformed Male Personnel

There is no restriction on the exposure of an undergarment with the open collar shirt, providing the undergarment is clean, white, and has a standard round or "V" collar--no turtlenecks.

The only uniform jacket that requires a tie, with a long-sleeved shirt, is the Class A dress jacket.

Business Attire

Male personnel shall wear a business suit or sports coat and slacks with a conventional shirt and tie.

Female personnel shall wear a dress, dress suit, skirt and blouse, pantsuit or blouse, and pants appropriate to a businesslike appearance.

At the direction of the Unit Commander, personnel may wear appropriate business or other suitable attire for their position. All clothing items shall be clean, neatly pressed, and serviceable at all times.

Jewelry

No visible necklaces, bracelets, or anklets shall be worn while in uniform. Female Deputies with pierced ears are permitted to wear a single stud earring (no larger than 3/8" in diameter) in each ear lobe. All other visible jewelry shall be limited to rings and watches.

Body piercings (except those specifically outlined in this section) including but not limited to nose rings, tongue rings, eyebrow rings, or any other form of ornamentation visible or affixed in a position that may be seen by a member of the public are expressly prohibited.

The Medic Alert necklace and bracelet shall be exceptions to the above regulations.

The aforementioned dress standards shall be adhered to and enforced by all Unit Commanders.

Additional Guidelines - Unacceptable Attire

Deputy Personnel

- Shirts outside trousers.
- "Shirt jackets"
- "Blue jeans" type suits or pants; and/or
- "Aloha" type shirts.

All Personnel

- See-through fashions, without appropriate undergarments and other fashions wherein the absence of appropriate undergarments is unduly distracting; and/or
- Excessively tight slacks.

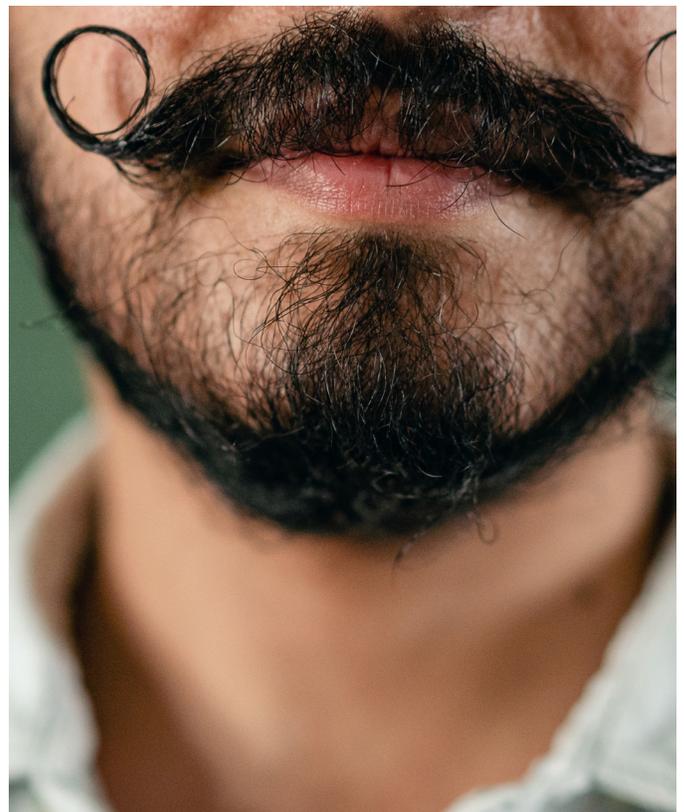
Supervisor's Responsibilities

Supervisors shall ensure all personnel comply with the provisions of this policy.

Unit Commander's Responsibilities

Unit Commanders shall ensure periodic inspections of subordinate personnel are conducted to ensure compliance with the provisions of this policy.

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LGRMS
RISK CONTROL
ACCG | GMA

2023 LGRMS REGIONAL TRAINING

Next LGRMS Training Begins:



Thursday, November 2, 2023



8:30PM - 4:30PM

LEERS Summit
Forsyth, GA



OTHER REGIONAL TRAINING

Law Enforcement Risk Specialist Training

Next Class November 16th

Tiger, GA - Rabun County



Register for a Class Now

For more information:

cstepter@lgrms.com

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NOTES FROM *the* ROAD

Safety Assessments



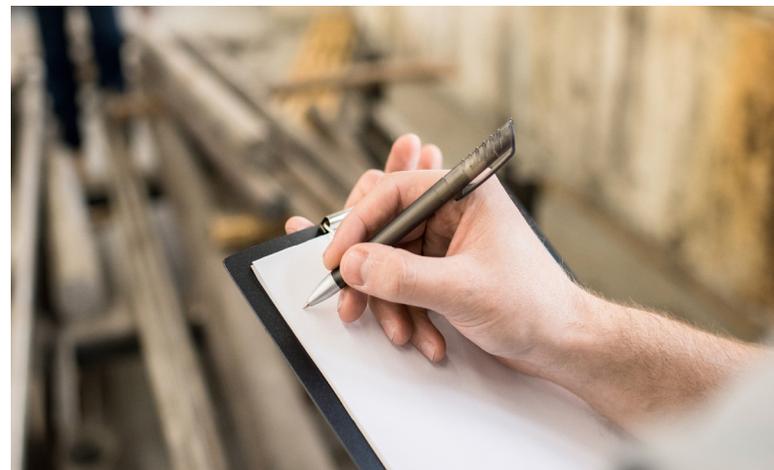
by Weston Cox
LGRMS Risk Control Consultant

It's that time of the year again in South Georgia where cooler temperatures are showing up, college football season is in full swing, and the beginning of deer hunting season is here. For these reasons and many more, Fall is my favorite time of the year. As for the Loss Control Team, we are currently working hard to complete our Safety Incentive visits for the year. We have had the opportunity to meet with many of our members to confirm that the requirements have been met for the discount year.

It's during these visits that I am reminded of the importance of conducting regular safety assessments within your organization. This will help you determine if your safety program is proving to be highly effective or if it's in need of attention. During our Safety Incentive visits, we ask a multitude of questions that help to

summarize the safety efforts of your organization for the year. This series of questions should be answered on a regular basis to ensure that your City/County safety program is in good shape.

Below, you will find a few safety questions that you may refer to throughout the year. Hopefully, it will help to check the pulse of your safety program and determine

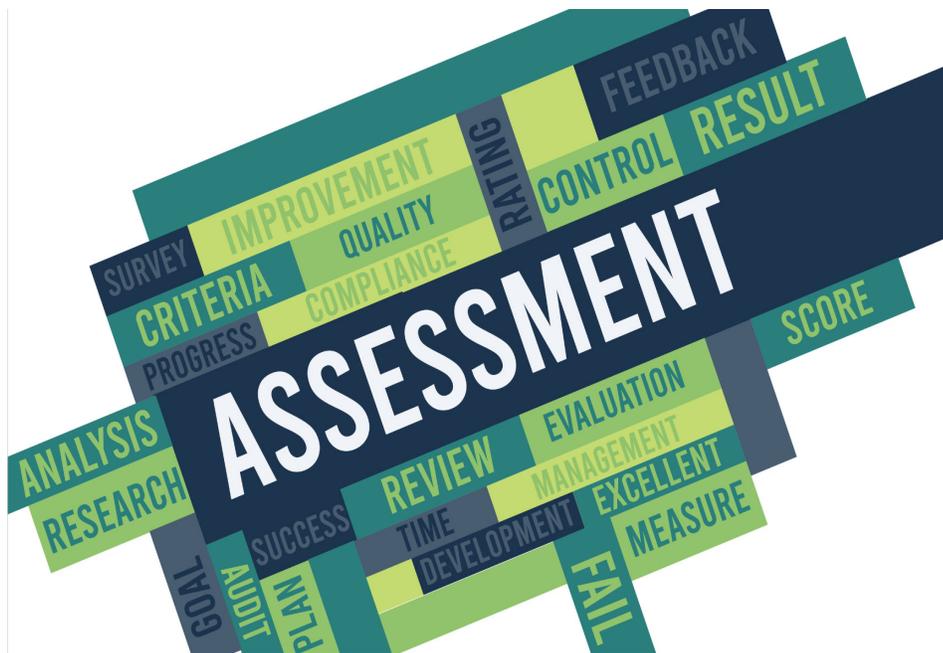


if additional policy/claims reviews, safety training, or safety inspections are needed. These will also help us with future safety visits with your City or County moving forward.

- Do you have a designated Safety Coordinator? Have they attended the LGRMS Safety Coordinator Series?
- Do you currently host regular safety meetings with your leadership team?
- Do you have a Safety Committee formed within your City or County?
- Do you currently have a Safety Action Plan in place for your City or County?
- Do you attend at least one LGRMS Regional Training on an annual basis?
- When was the last update for your Personnel Policy Manual? Is it reviewed with leadership on an annual basis? What additional policies/amendments have been added to it over the years? Does it currently need updating based on LGRMS recommended policies?

- For Law Enforcement, does the Police Department/ Sheriff's Office/Jail review their SOP manuals on an annual basis? Do they include the critical task policies recommended by LGRMS?
- For Law Enforcement, do you have an appointed Law Enforcement Risk Specialist within your agency? Have they attended the LGRMS Regional LERS Training?

In summary, please take a few minutes to stop and ask yourselves, "What specific steps/measures have I taken this year to improve workplace safety awareness and employee wellbeing?". Keep track of this information and document your findings within your safety file. If you have answered "No" to any of the questions above, please contact your Loss Control Representative to discuss ways to create a plan to address these items. We are always here to assist our members and help them to build a strong, effective safety program.



October FUN WITH SAFETY

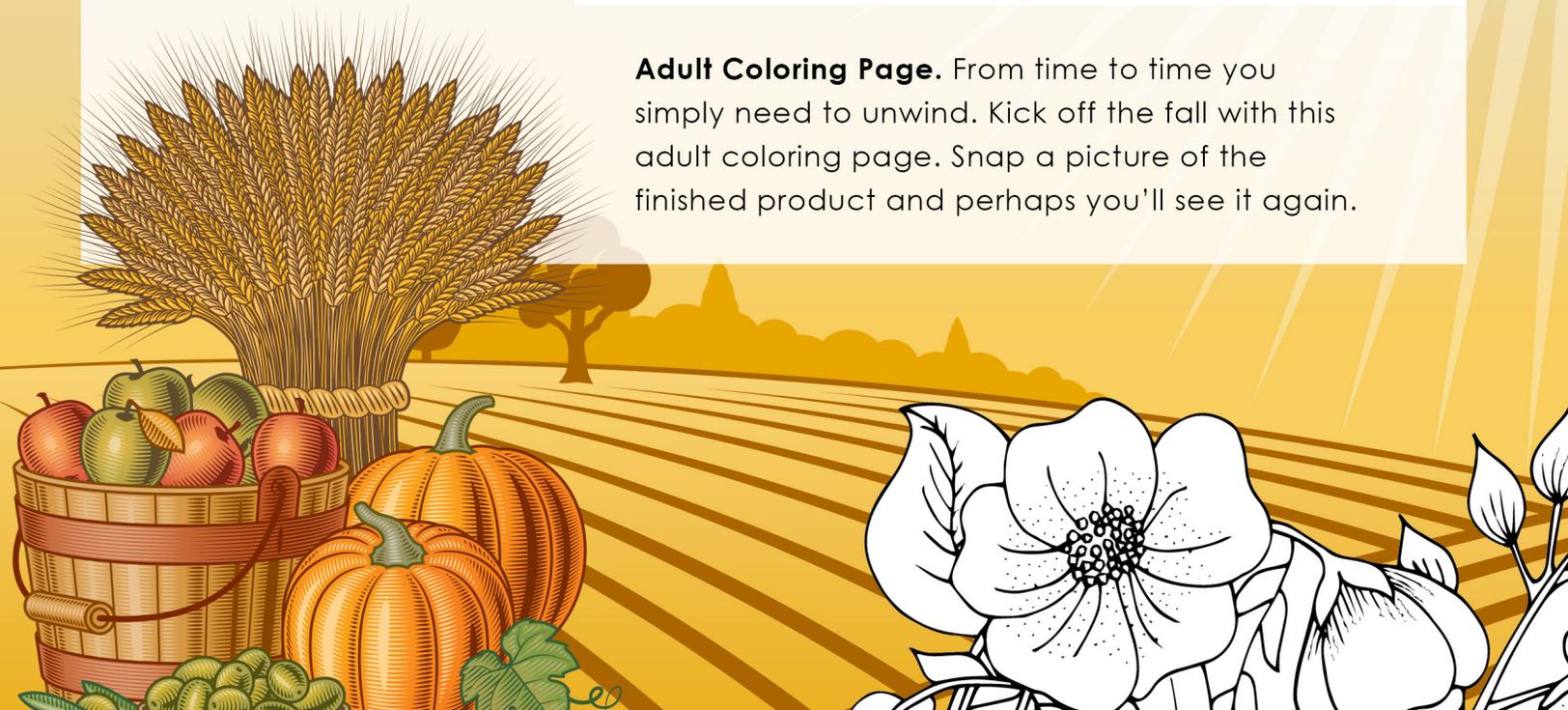
Who said safety can't be fun? Test your knowledge and see how much you have retained from the articles in this month's SHARE Newsletter. Solve each puzzle using words and clues scattered throughout the publication.

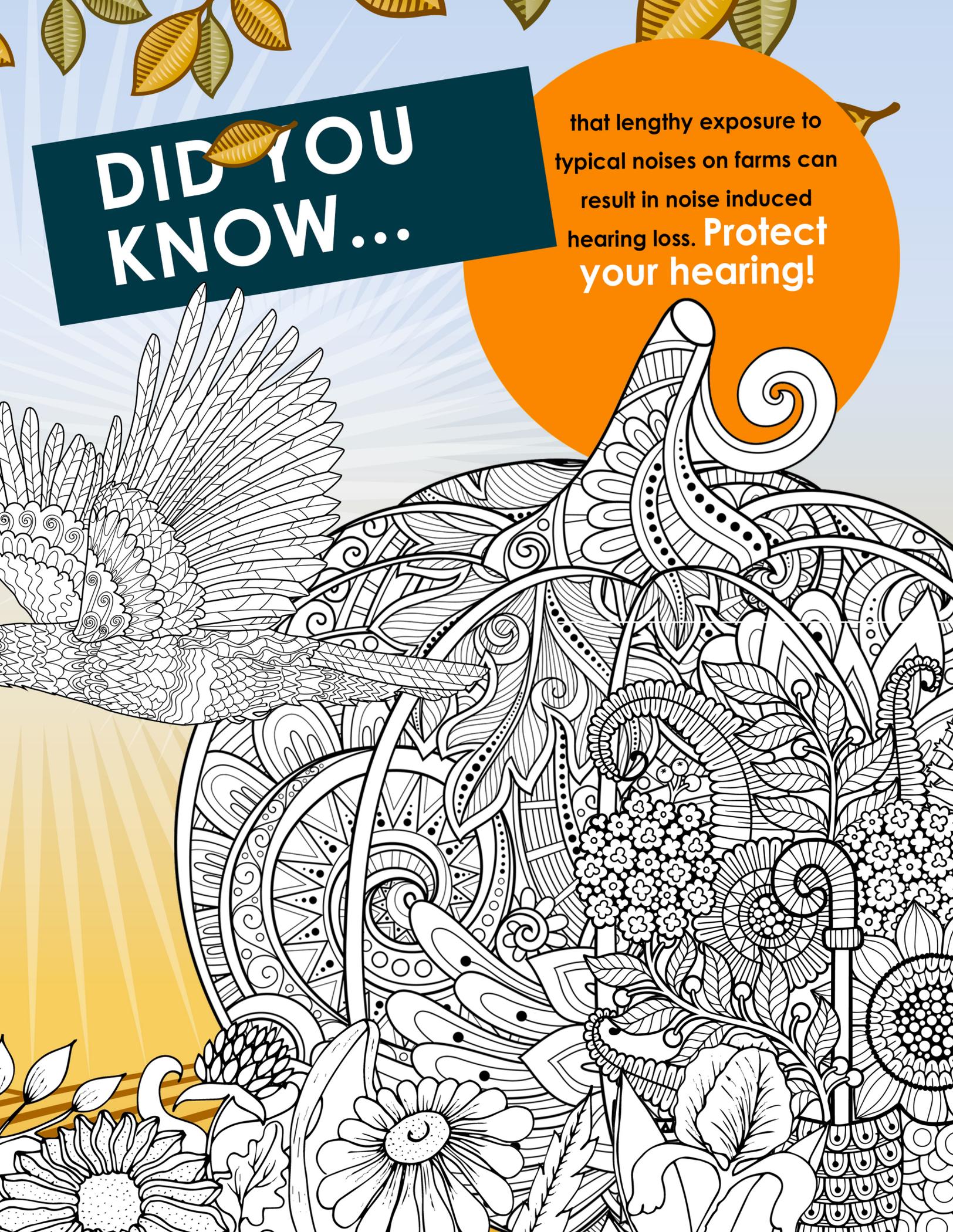
Word Search. Use the list below to identify key words from this month's issue of the SHARE!

- assessment
- attire
- beard
- catastrophic
- cause
- energy
- finger nails
- grooming
- hearing
- inspection
- investigation
- loss
- methodology
- organization
- protection
- root
- standards
- tattoos
- uniform
- whys

I	S	S	Z	S	M	J	A	Q	P	T	C	O	R	T
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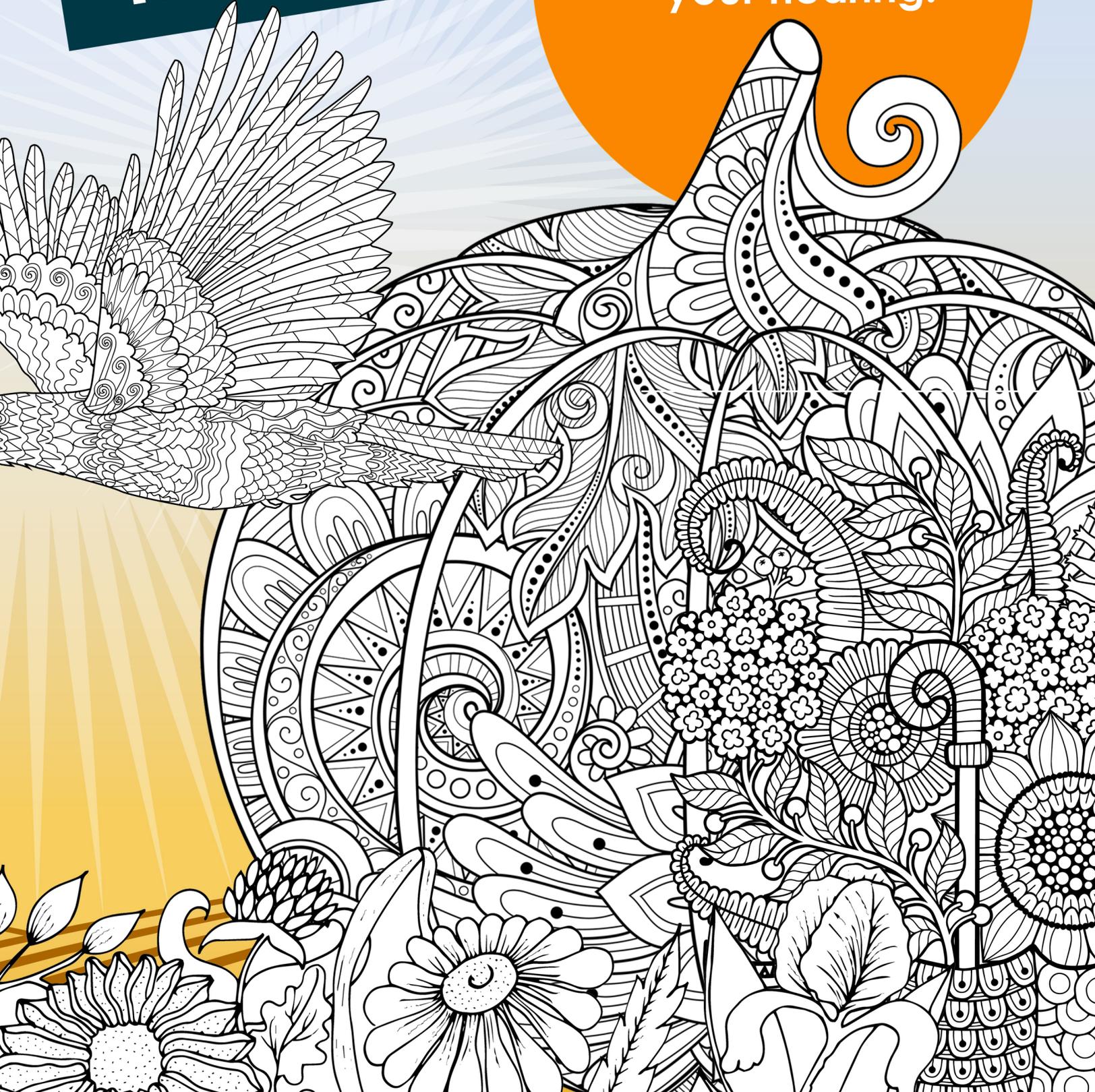
Adult Coloring Page. From time to time you simply need to unwind. Kick off the fall with this adult coloring page. Snap a picture of the finished product and perhaps you'll see it again.

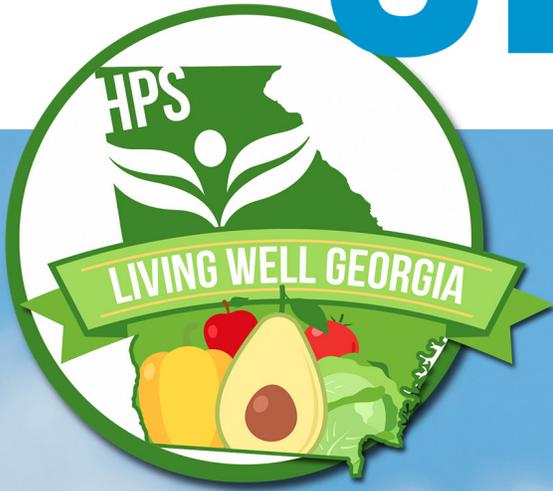




DID YOU KNOW...

that lengthy exposure to typical noises on farms can result in noise induced hearing loss. **Protect your hearing!**





ENERGY FROM OXYGEN



by Candace Amos
Sr. LGRMS Health Promotion Consultant



Energy From Oxygen

Oxygen is needed by every cell in your body in order to live. If you can't breathe, then you can't get the physical activity your body needs to be healthy. Building lung capacity is important to everyone. Healthy lungs work to bring in oxygen that the body needs to create energy.

Regular exercise requires the body to burn energy. Your lung tissue has to work harder to get more oxygen into the body and blood stream. When the lungs work harder, such as from exercise, the volume of air (air capacity) that your lungs can hold grows stronger.

It's amazing how getting your heart pumping makes you feel so good. And it's rewarding to observe the body becoming more capable with each workout. Just as the

muscles repair and become more powerful, so do the lungs.

And there are many ways you can promote healthy lungs. 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 November is available now. In it, you'll receive all the tools you'll need beforehand to start planning.

The 2023 Monthly Forum Call calendar is out too. The Forum Call is for Health Promotion Champions and individuals responsible as health promotion leaders, administrators, HR and personnel directors, clerks, health/safety coordinators, and wellness/health benefit coordinators. All are welcome to participate. You'll receive an invite each month. Please stay on the lookout!

2023 Monthly Forum Call Calendar

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

Call Time

11:30 AM-12:00 PM

Dial-In Number

(267) 930-4000

Participant Code

491-626-960

TACKLING OUR WAY INTO 2023





WEEK	ACTION/ACTIVITY	RESOURCES
Week of October 23rd	<ul style="list-style-type: none"> ●Start planning for first week of November ●Promote events on company's social media site and intranet sites ●Consider promoting the Great American Smokeout on November 16, 2023 	<ul style="list-style-type: none"> ●National COPD Awareness Month (NIH) ●Great American Smokeout (ACS)
Week of October 30th	<ul style="list-style-type: none"> ●Hang poster <i>COPD In America: The Latest Snapshot</i> ●Distribute fact sheet <i>COPD: A National Health Issue</i> 	<ul style="list-style-type: none"> ●Poster – COPD In America: The Latest Snapshot (NIH) ●Fact Sheet – COPD: A National Health Issue (NIH)
Week of November 6th	<ul style="list-style-type: none"> ●Hang poster <i>Lung Health on the Job: Know the Risks of Work-Related COPD</i> ●Distribute fact sheet <i>COPD: Are You at Risk?</i> ●Promote the Great American Smokeout on November 16th using linked event tools and resources 	<ul style="list-style-type: none"> ●Poster – Lung Health on the Job: Know the Risks of Work-Related COPD (NIH) ●Fact Sheet – COPD: Are You at Risk? (NIH) ●Great American Smokeout Event Tools and Resources (ACS)
Week of November 13th	<ul style="list-style-type: none"> ●<i>Hang tri-fold Could It Be COPD?</i> ●<i>Distribute video What is COPD?</i> ●<i>Distribute brochure A Quick Guide on COPD</i> ●<i>Promote the Great American Smokeout on November 16th using linked event tools and resources</i> 	<ul style="list-style-type: none"> ●Tri-fold – Could It Be COPD? (NIH) ●Video – What is COPD? (2:47) (NIH) ●Brochure – A Quick Guide on COPD (NIH) ●Great American Smokeout Event Tools and Resources (ACS)
Week of November 20th	<ul style="list-style-type: none"> ●<i>Distribute video How COPD Affects Breathing</i> ●<i>Distribute flyer Breathing Better With a COPD Diagnosis</i> 	<ul style="list-style-type: none"> ●Video – How COPD Affects Breathing (2:07) (NIH) ●Flyer – Breathing Better With a COPD Diagnosis (NIH)
Week of November 27th	<ul style="list-style-type: none"> ●<i>Hang poster Pulmonary Rehabilitation: A Path to Breathing Better</i> ●<i>Distribute fact sheet Living Better with COPD</i> 	<ul style="list-style-type: none"> ●Poster – Pulmonary Rehabilitation: A Path to Breathing Better (NIH) ●Fact Sheet – Living Better with COPD (NIH)

FUN WITH RECIPES

SWEET POTATO RED PEPPER SOUP

INGREDIENTS:

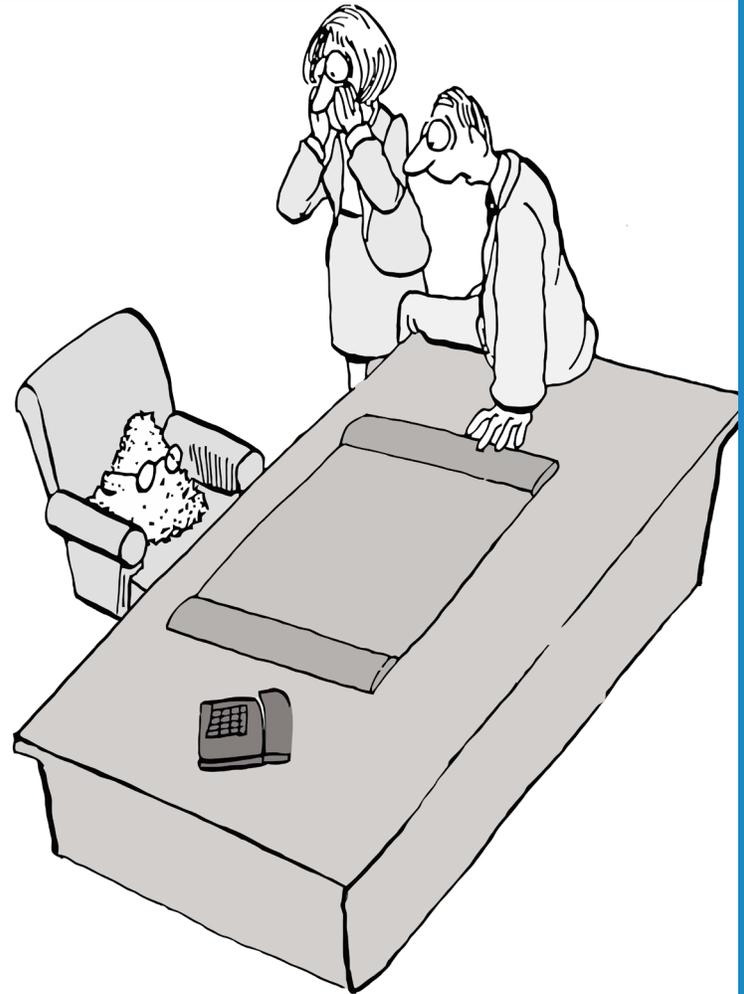
Vegetable Broth | Sweet Potato | Red Pepper | Sweet Onion | Garlic Powder | Olive Oil | White Pepper | Chives



- 2 Cups Vegetable Broth
- 2 Sweet Potatoes
- 2 Red Peppers
- 1 Sweet Onion
- 1 Teaspoon of Garlic Powder
- Olive Oil
- White Pepper
- Chives

Preheat oven to 400°F. Peel sweet potato, cut into two-inch chunks along with red pepper and onion. Brush with olive oil, sprinkle with garlic powder, and roast for 45 minutes to an hour (until tender). In a large pot, bring broth to a boil, add the roasted vegetables and puree using a hand blender. Add a pinch of white pepper. Simmer for 20 minutes on low. Serve and garnish with fresh chopped chives.

FUN WITH SAFETY CARTOONS



“We should have listened when he complained about the fluorescent lighting.”



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SHARE

OCTOBER 2023
ISSUE #28

SAFETY THEME

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



**PROTECT
YOUR
HEARING**

Noise-induced hearing loss is nearly always preventable. Noise is part of everyday life, but at certain levels it can become hazardous. What are the noise hazards in your workplace?

Repeated exposures to sounds that are 85 A-weighted decibels (dBA) or higher can cause permanent hearing loss and are associated with other problems including:

- Ringing in the ears (tinnitus)
- High blood pressure (hypertension)
- Cardiovascular disease

High noise levels can also contribute to serious workplace accidents and injuries. Noise can reduce workers' awareness of what is happening around them, including signals, alarms, and verbal warnings.

Reducing workplace noise below 85 dBA is the best way to prevent occupational hearing loss and other effects from hazardous noise. Additional benefits of reducing worker noise exposure include:

- Less stress and fatigue
- Increased productivity and better morale
- Improved relations with management
- Lower workers' compensation costs

Provide Hearing Protection

Employers should not rely on personal protective equipment (PPE) alone to control hazards when other effective control options are available. Employers should implement engineering and administrative controls first to reduce worker noise exposure. PPE is generally less effective than elimination, substitution, and engineering controls.

When you can't eliminate or lessen the noise, hearing protection can be quite effective when chosen correctly, fit well, and used consistently!

However, hearing protection is often:

- Inadequately chosen
- Worn incorrectly
- Used inconsistently

Employers can avoid these pitfalls by selecting appropriate hearing protectors and providing proper training. Training should ensure workers know where to use hearing protection and how to use them correctly. Follow hearing protection best practices:

- Provide workers with a variety of hearing protection options that will reduce noise exposure to less than the recommended exposure limit (REL) of 85 dBA.
- Select hearing protectors that are comfortable and compatible with the job, using the guidance in the next section. Reevaluate hearing protector options when working conditions and noise exposures change or when a worker develops a hearing shift.
- Train management as well as workers. Identify unique motivations for each group to prioritize hearing safety.

Hearing protector manufacturers include a noise reduction rating (NRR) on packaging, but this often does not reflect the actual protection provided for each worker. However, individual hearing protector fit testing is the best way to

check if each worker is getting the amount of protection needed.

Choosing Hearing Protectors

Hearing protection comes in many styles, materials, colors, and sizes. The main types of hearing protectors include:

- Earplugs – devices which slide snugly into the ear canal. Earplugs can be formable (such as foam, which expands to fit the contour of the canal), pre-formed (which are already shaped to fit most ears), or custom (which use an impression of the worker’s ear to make a device uniquely fitted to that person).
- Earmuffs – devices which completely surround the outer ear and are held in place by a headband or attached to a hardhat.
- Canal caps – devices which cover the entrance to the ear canals and are held in place by a lightweight band.

Some hearing protectors have special features that are helpful for certain types of noise or work situations. Examples of these features are:

- Flat attenuation – these hearing protectors (sometimes called “musicians’ earplugs) reduce noise equally across all frequency bands, which preserves the fidelity of the sound.
- Non-linear – these hearing protectors (which include level-dependent and sound restoration hearing protectors) allow quiet

sounds to pass through but block loud sounds.

- Communication technologies – these hearing protectors have built-in microphones and speakers that make it easier to talk to other workers in a noisy environment.

With all these choices, how can you know which is best for your workers?

Know How Much Noise Reduction You Need

The most basic consideration is the noise exposure level. However, most workers need 10 dBA or less sound reduction to bring their exposure down to a safe level. Almost any hearing protector, when fit correctly, can reduce noise by 10dBA. Keep the following guidelines in mind:

- Aim for just enough noise reduction to bring exposure down to 75-85 dBA.
- Avoid overprotection. Too much sound reduction can make workers feel isolated and less aware of their surroundings. Workers might take off their hearing protectors to hear someone speak or listen to equipment.
- Provide double hearing protection (earmuffs over earplugs) for workers exposed to noise levels 100 dBA or greater or impulse sounds.
- Fit test workers to make sure their hearing protectors are providing the right level of noise reduction.

Consider the 5 “Cs” of Selecting Hearing Protection

While reducing noise to a safe level is necessary, other factors are more important for making sure that workers will wear their hearing protection correctly and consistently.

These factors include comfort, compatibility, convenience, communication, and cost.

Comfort: No one wants to wear something that is uncomfortable – especially for a long period of time. Comfort is the key to consistent use of hearing protection. Comfort is a personal choice; no single protector will be the most comfortable for all workers. However, the following principles are generally true:

- Earplugs are often more comfortable than earmuffs, especially when worn for long periods of time or in hot environments.
- Earmuffs are heavier than earplugs and may be uncomfortable in warm places.

Compatibility: Hearing protection must be compatible with other safety equipment, characteristics of the work area, and the type of work being done. Consider possible problems:

- Earmuffs and canal caps can interfere with the fit of other protective equipment worn on the head, such as hardhats, helmets, respirators, eye protection, and even some eyeglasses.
- Some hearing protectors have accommodations for other PPE, such as muffs that can be mounted to a hardhat or bands that can be positioned behind the neck rather than over the head.
- Earmuffs may not be compatible with

working in a confined area.

- Earmuff cushions do not seal against the head effectively in very cold environments.

Convenience: Think about the work environment and how workers will use their hearing protection during the day. Consider whether the noise is continuous or if it stops and starts, how often workers move from place to place during their work shift, and the cleanliness of the worksite. Workers are more likely to use their hearing protectors if you make it easy for them. In addition to the guidelines below, post signs in noisy areas to remind workers that hearing protection is required and keep a supply of hearing protectors readily accessible.

- Earmuffs, canal caps, and pre-formed earplugs are easier to take off and on if the noise stops and starts or workers move back and forth between noisy and quiet areas.
- Level-dependent or sound restoration hearing protectors can also be useful for intermittent exposures.
- Earplugs are lightweight, easy to store, and convenient to keep on hand.
- Foam earplugs are not a good choice for intermittent use at dirty worksites because they must be rolled with fingers before insertion.
- Earmuffs are often easier to fit properly.
- Earplugs may be harder to learn to fit correctly.

Communication: Consider how often workers will need to hear others’ speech while wearing hearing protection and how far apart the workers will be when they need to

communicate. In some cases, equipment sounds may also be important for workers to hear.

- Flat attenuation hearing protectors may be helpful if verbal communication is common or if high fidelity sound is important.
- Special communication headsets can improve speech communication in very loud environments and are particularly helpful when workers are far apart from one another.

Cost: Cost is often a consideration, but sometimes more expensive hearing protectors can be cost-saving in the long run. Keep the following principles in mind:

- Hearing protectors that workers do not wear are not a good investment.
- Earmuffs and custom earplugs cost more at the outset, but they are more durable and last longer than formable or preformed earplugs.
- Specialty devices such as flat attenuation hearing protectors and communication headsets are higher in cost, but may be worn more consistently, reducing threshold shifts and compensation costs.

Always have several options available for workers to try. Let them choose the hearing protector they like best from those that meet all the needs of their job. Remember to fit test to make sure the hearing protector they choose provides enough noise reduction to protect them from their noise exposure.

Fit Testing

Fit testing is a great way to make sure people are wearing their hearing protectors correctly. It provides an estimate of the noise reduction obtained by the individual worker. Check with your local audiologist or medical provider for resources and recommendations.

Educate and Motivate

Getting workers to care about their hearing is the foundation for successful training.

Help workers understand why hearing protection is important. Consistent, correct use of hearing protection can mitigate occupational hearing loss and other negative health effects such as tinnitus.

Wearing hearing protection correctly is necessary for workers to prevent hearing loss. Because each worker may have different issues with hearing protector fit, work one-on-one on individual fit issues.

Tips for Training Workers about Hearing Protection

- If workers need to use hearing protectors, make sure they know where to use them and how to use them correctly.
- Train management as well as workers.
- Identify unique motivations for each group to prioritize hearing safety.
- Regularly re-evaluate and implement additional training if needed.

One-on-one training during fit testing can improve workers' ability to insert earplugs to achieve the appropriate amount of protection.



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RISK CONTROL
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SAFETY THEME POSTER

OCTOBER 2023
ISSUE #28

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

PROTECT YOUR HEARING

TIPS FOR TRAINING WORKERS

- If needed, make sure employees know how to use hearing protection.
- Train management as well as workers.
- Identify unique motivations for each group to prioritize hearing safety.
- Regularly re-evaluate and implement additional training if needed.

PREPARING FOR HURRICANE SEASON

Click on the image below to print out documents you may find useful as we look ahead to hurricane season.



General Self Inspection Program

Location, Area, or Department: _____ Date: _____

Surveyor: _____

General Evaluation

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

Property/Liability

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

Comments: _____

Housekeeping

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

Comments: _____

Slip/Trip/Fall

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

Comments: _____

General Self Inspection Program

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

Comments: _____

Employee Safety

Safety Meetings

Held in the department.	<input type="checkbox"/>	<input type="checkbox"/>
Meetings held ___ monthly ___ quarterly ___ other _____; documented	<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

City/County: _____

Date: _____

Department: _____

Topic: _____

Attendees:

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

Next meeting scheduled for _____

Safety Coordinator _____



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SHARE

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For more information,
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Has your organization undergone any changes in personnel? Are there other staff members that you would like to receive a copy of our publications? If so, please complete the form on p. 7



Local Government
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