



ALL HANDS ON DECK

*Tips for local government workers
responding to winter weather.*

KICKING OFF 2025

Plan to work, and work
the plan. - p. 4

SLOW DOWN!

Why rushing through tasks
is risky business. - p. 8

PRIORITIZE YOURSELF

Advice for officers on
improving health. - p. 10

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Cover photo by Joe Legge, Walker County Public Relations Director. Walker County Government road crews battled snow on Jan. 10, 2025.

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



3500 Parkway Lane, Suite 110
Peachtree Corners, GA 30092

lgrms.com  



UPCOMING WEBINARS AND TRAINING

Lithium-ion Battery Fire Safety and Prevention

WEBINAR | Jan. 28 - 2:00PM-3:00PM

An interactive presentation on the proper use and storage of lithium-ion batteries in devices such as smart phones, smoke alarms, etc.

[MORE INFORMATION](#)

Law Enforcement Risk Specialist

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

Feb. 18 - Monroe County, GA

Feb. 19 - Kennesaw, GA

Feb. 26 - Thomasville, GA

Safety Coordinator I

HALF DAY | 8:30AM-12:30PM

Feb. 13 - Macon, GA

Feb. 11 - Tifton, GA

Feb. 18 - Gainesville, GA

Feb. 12 - Statesboro, GA

Feb. 19 - Cartersville, GA

Safety Coordinator II

HALF DAY | 8:30AM-12:30PM

Mar. 12 - Statesboro, GA

Mar. 6 - Macon, GA

Mar. 18 - Gainesville, GA

Mar. 11 - Tifton, GA

Mar. 19 - Cartersville, GA

Safety Coordinator III

HALF DAY | 8:30AM-12:30PM

Apr. 17 - Macon, GA

Apr. 15 - Tifton, GA

Apr. 22 - Gainesville, GA

Apr. 16 - Statesboro, GA

Apr. 23 - Cartersville, GA

Safety Coordinator IV

HALF DAY | 8:30AM-12:30PM

May 20 - Gainesville, GA

May 7 - Statesboro, GA

May 21 - Cartersville, GA

May 13 - Tifton, GA

June 17 - Macon, GA

Events subject to change.
Check website for updates.



lgrms.com/training-event-calendar.aspx



A NOTE FROM THE EDITOR



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

Welcome to the January edition of SHARE, the monthly publication of Local Government Risk Management Services (LGRMS). SHARE is sent to all GIRMA/IRMA, and WC, members 10 times per year. SHARE has two sections: (1) a general safety, risk, section, and (2) a worker safety-focused section. 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.

This month's Safety Theme is well-timed due to all the recent winter weather our state has experienced. Follow these cold weather safety guidelines while on the job and at home.

Dan Beck offers a step-by-step guide to creating strategy in your department through planning and collaboration. Make a new year's resolution to follow this guide and follow through with the plan!

Weston Cox discusses the importance of starting your new year off right with regular safety meetings. And remember, LGRMS staff is always ready to assist you with getting safety meetings started or improving your processes.

Natalie Sellers provides some startling statistics about health and wellness among law enforcement officers, along with a reminder to prioritize yourself in the new year. We can't help others if we aren't taking care of ourselves!

I offer some thoughts on the risks of rushing through tasks. These days, we are all multi-tasking. I hope in the new year you will slow down and focus on doing a good job at the things that matter most.

Our next SHARE will be published in February. From the staff of Local Government Risk Management Services, we wish you all a fantastic 2025! For questions or issues on training, or any other services provided by LGRMS, contact me at dwatts@lgrms.com.

Be safe.

Dennis

SHARE Contact: Dennis Watts, dwatts@lgrms.com

PLAN YOUR WORK. WORK YOUR PLAN.



DIRECTOR'S CORNER

By Dan Beck, LGRMS Director

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

1. Determine your organization's safety vision.

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

- a. Start by getting your leaders engaged in the process. If your leaders are part of the planning process, they will be more likely to participate in the implementation process. Leaders can be at all levels within your organizations. It could be an elected official, director, manager, a dept. supervisor, or a front-line employee.
- b. Ask your leaders. "Are you committed to providing a safety working environment and culture for the employees and citizens within your organization?" Then ask them, "What do you want your safety process or safety culture to look like in 5 or 10 years?"

2. Assess your current safety programs and processes.

Conduct an internal Culture Safety Assessment. Your LGRMS Representative can provide a template assessment or may be able to assist you with this process. Review safety system elements such as, Leadership Commitment, Employee Engagement, Programs/Policies, Training, Incident Investigation, Audits /Inspection, Emergency Procedures, etc.

3. Identify gaps between your current process and your vision.

Once you have completed your assessment, the process / culture gaps will be clear.

4. Prioritize gaps.

Most organizations don't have unlimited resources. In order to be successful, you will need to identify those issues that will have the biggest impact on improving your culture.

Please keep in mind the amount of resources (time/money) for implementation and continued management. It is better to do one thing very well than to do four things that you don't have the resources to sustain success.

5. Conduct root cause analysis.

Ensure that you are identifying the root cause of the issues or gap versus trying to fix a symptom. Once you have identified the gap, continue to ask “why?” until you get to the root of the issue.

6. Develop your action plan.

Get your leadership team back together. Educate them on the findings of your assessment and your prioritized list of gaps and issues. Get their feedback on your findings and make adjustments based on the group discussion.

Select those issues you are going to attack. Brainstorm corrective action plans that address the root cause of these issues. Document the selected corrective actions, assign owners, and dates of completion. Ownership should be distributed throughout the organization.

7. Communicate your safety vision and action plan.

Let everyone in your organization know your organization’s safety vision and the plan you will all use to get there. Attempt to get their ownership in the process. Assign activities to all levels of the organization to ensure better ownership. There are several ways to communicate the plans: post on bulletin boards, discuss in meetings, send out via e-mail, etc.

8. Review action plan status monthly and communicate status.

Within your safety committee or leadership meeting, review the status of your plan.

9. Celebrate successes and investigate failures.

Recognize those individuals who have been successful in implementing their action items, and investigate where implementation has failed.

10. Do it all over again at the end of the year!



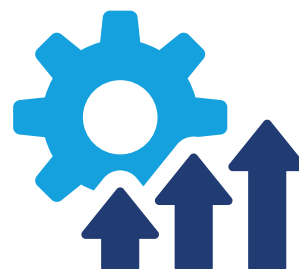
ASSESSMENT



ACTION PLAN



COLLABORATION



IMPROVEMENT

Contact: Dan Beck, dbeck@lgrms.com

NOTES *from the* ROAD

BEST PRACTICES FOR SAFE TRAVELS



2025 SAFETY ACTION PLANNING

Effective, Regular Meetings Reinforce Safety Planning

By Weston Cox
LGRMS Risk Control Representative

I hope everyone had a great holiday season and a great start to the new year! At LGRMS, it's the time of year where Safety Action Planning for the new year is in full swing. In doing so, we reflect on last year's risk reduction goals, determine if we are moving towards those same goals or if changes need to be made, and focus our efforts on those departments/areas where losses are most prominent.

In having these discussions with my members, I'm always reminded of the importance of hosting effective safety meetings within your organization on a regular basis. We recommend, at a minimum, providing quarterly safety meetings for your staff to review the goals for the new year and areas that need improvement.

If you host these meetings quarterly, monthly, or even weekly, it will remind employees that safety is a priority in everyday operations. It's important to establish a process by which you can choose the most important topics to discuss and to ensure you are addressing the specific issues within your city, county, or authority.

First, you could start by forming a strong safety action plan for the year. Begin by evaluating your loss reports from previous years to determine which departments are the main contributors to those losses and review what the loss types/causes may be. From there, you should be able to determine what topics would be most beneficial for your safety meetings. For example, upon your review you may see a high frequency of ergonomic accidents that continue to occur within your Public Works, Streets & Roads Department. This would prompt you to review these losses with those employees and discuss specific topics within your next safety meeting. These topics may include proper lifting techniques, entering and exiting equipment properly, or the proper use of equipment to aid with lifting or picking up objects. Each meeting could address those prior ergonomic accidents that occurred in order to inform employees of the importance and relevance of these topics.

You may then discuss the changes that have been implemented since then to ensure that they do not recur. Lastly, you could end the meeting with a round

table discussion on how employees plan to put these actions into motion. Each meeting moving forward can re-evaluate if you are continuing to see ergonomic accidents or if progress is being made. You may then adjust your safety meeting topics accordingly.

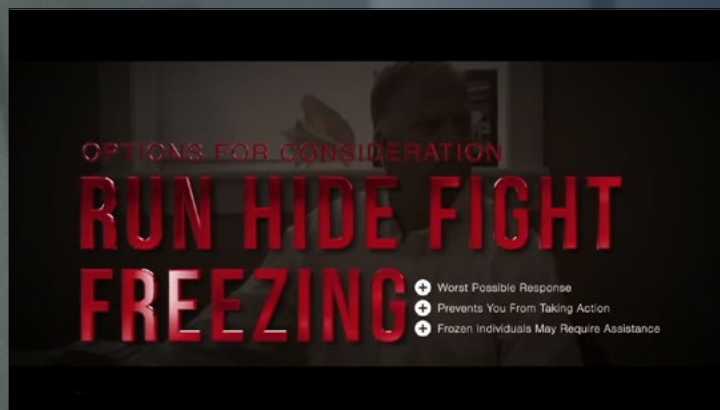
If you need assistance in forming a safety action plan or brainstorming safety meeting topics that are most effective, please reach out to your Loss Control Representative. We are always happy to assist you in establishing and growing a strong safety program within your organization.



See our [Safety Meeting Sign-In Sheet](#) on Page 19.



ACTIVE SHOOTER TRAINING VIDEO



VIDEO SERIES

This video is from The Cybersecurity and Infrastructure Security Agency (CISA), which leads the national effort to understand, manage, and reduce risk to our cyber and physical infrastructure and physical security and resilience.

The Options for Consideration video demonstrates possible actions that individuals can take if confronted with an active shooter scenario. This instructive video reviews the choices of running, hiding, or as an option of last resort, fighting the shooter. The video also shows how to assist authorities once law enforcement arrives.

RISK CONNECTION

REDUCING RISK FOR YOU AND YOUR EMPLOYER

SLOW IT DOWN!

There are risks to rushing your work.

Being in a hurry to complete tasks is something to which everyone can relate. However, rushing increases the risks of mistakes and of skipping important steps. Numerous injuries can at least in part be traced to being in a hurry.

Rushing also can result in having to do the task again, which means that it actually made the task take longer. It is better to take your time and do the job safely the first time. Your safety and health are important to us; we don't want you to get hurt.

Risks of Rushing Your Work

- It reduces focus on what you are doing. Your mind may be on other things, rather than on what you are doing at the moment. This can lead to making simple mistakes.
- Hurrying increases the risk of injury to yourself and others, especially when taking shortcuts. The same is true with the use of personal protective equipment and other safety tools and equipment. Just because it may take a few moments to find and don safety glasses, for example, does not mean it is the appropriate to skip the step for the sake of quickly completing a task. Please do not take shortcuts.
- Using equipment outside of their intended purposes is another way haste creeps into our work. Sometimes it takes time to retrieve the right tool for the job. Just because a rolling chair is close does not mean it is the right item to stand on to retrieve something from a high shelf. Using what is on hand to complete a task in a hurry can greatly increase risk. Be sure to use the correct tools, like a step stool or ladder, for the job.
- The last step of any task is cleaning up the work area, and this is often left undone. Poor housekeeping can be a great indicator of rushed work and/or complacency, as well as other safety concerns. It increases the chance of slips, trips and falls, and it can block important routes of egress and make it difficult to find items. Take the time to put tools and materials away properly and clean up any spills. Everything has a place and needs to be in that place.
- As with other hazards, rushing to complete a task may not have any immediate negative outcomes. This lack of consequence can then make rushing seem less risky and further encourage doing so in the future. This can build over time and makes the process less safe the more complacency builds.



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

So to prevent yourself and others from getting hurt, take your time, follow all the steps for the task and work safely. Spending a bit more time in the short term often saves time in the long run and helps keep yourself and others safe.

If there is some question as to the reason certain steps are included with a task or procedure, please ask. It is possible we can find a better way of doing things.

Risks to Consider

- Added production and time pressure to get the job done.
- Complacency or fatigue after a full day of production.
- Decreased worker morale.
- Decreased awareness for hand/body placement or equipment and tool use.
- Increased likelihood of shortcuts.

- Rushing and missing critical steps unintentionally.
- If a mistake or quality error is made, it can lead to even more pressure.

What can you do?

- Workers (especially supervisors) should always take a moment to evaluate whether attempting an end-of-day task can be safely completed in the given time.
- Ask yourself – “Is what I have to do truly critical, or can it wait until tomorrow?” If it is critical, chances are that extra time will be needed to successfully and safely get it done.
- If an unplanned or critical task must be done at the end of shift, stop and have a supervisor consider the need for the work. Slow it down, think through the task, each step and equipment needed, regroup, refocus, and review the details to get it done safely.



by Freehandz, iStock

LAW ENFORCEMENT MATTERS

REDUCING RISK FOR PUBLIC SAFETY AGENCIES



2025 NATIONAL QUITTERS DAY

Don't Throw in the Towel on Law Enforcement Wellness

By Natalie Sellers
LGRMS Sr. Law Enforcement Risk Consultant

The second Friday in January has long been called National Quitters Day in the United States and several other countries. According to statistical analysis, this is the day that most people begin to reevaluate their New Year's Resolutions. Most of these resolutions revolve around improving health and Wellness with exercise, better eating habits, and weight loss.

In 2019, extensive research found that most people "tapped out" of their fitness goals on the second Friday of January, and more recent studies have shown that most will quit their goals by the end of January. Read more at <https://nationaltoday.com/quitters-day/>.

Health is frequently thought of as the absence of symptoms. However, symptomless diseases have long plagued law enforcement officers: heart attacks, colon cancer, lung cancer, and even suicide. And therefore, apparent health may only be temporary. A more comprehensive definition suggests health is a state of complete physical, mental, and emotional well-being.

The definition of wellness is the purposeful actions taken to accomplish and sustain ideal health and fitness.

With all there is to manage in law enforcement, how do you manage personal health and wellness? Personal health management aims to create a routine and tailored tactic for living life in a way that allows you to become the best kind of person your potential, circumstances, and fate will allow. Most people know what is good for them and how to be better, but they all too often gather evil customs along the way.

You can't train too much for a job that can kill you. There are well-known health risks that are predominant in law enforcement occupations: cardiovascular disease (CVD), coronary artery disease (CAD), cerebrovascular disease (stroke), hypertension (high blood pressure), Diabetes, Obesity, Depression, sleep apnea, and mood disorders. Sometimes, one condition will cause another. Read on to learn about obesity, a great example of a condition with numerous and varied comorbidities.

Research suggests that 475 law enforcement officers' deaths per year are due to cardiovascular disease. On average, 184 officers commit suicide per year, which is higher than line of duty deaths per year, yet we are not training for the enemy we don't see, health and wellness.

Academics have also found that Health and Wellness programs represent a sound investment for an employing agency. Studies show that more fit and active officers have 40-70% less absenteeism than less fit officers.

When it comes to disability, one study estimated the cost of early disability as 165% of an officer's salary. For every dollar spent on fitness/wellness in the workplace saves several dollars and countless lives. (Smith, J.E. Jr. (2010) FitForce Coordinator Guide, 2nd Ed. Monterey, CA: Coaches Choice, Inc)

Planning and executing a successful health and wellness programs take time. Policies need to be developed, health screenings and consultation with a physician should be done prior to the start of any program, goals should be set individually and departmentally.

Most importantly, education is a foundation to understanding and developing healthy habits and lifestyle.

Example of Comorbidities: Obesity

People who have obesity, compared to those with a healthy weight, are at increased risk for many serious diseases and health conditions. Obesity in children and adults increases the risk for the following health conditions:

- High blood pressure and high cholesterol which are risk factors for heart disease.
- Type 2 diabetes.
- Breathing problems, such as asthma and sleep apnea.
- Joint problems such as osteoarthritis and musculoskeletal discomfort.
- Gallstones and gallbladder disease.

Adults with obesity have higher risks for stroke, many types of cancer, premature death, and mental illness such as clinical depression and anxiety.

Source: CDC.gov



TEAMWORK

Is a word that we know well. A cooperative effort, Excellence in Policing is a certification program whose goal is to strengthen departments, teams, and policies. It also helps reduce law enforcement liability through Local Government Risk Management Service (LGRMS). Program benefits include:

- ★ **Operational Excellence**
- ★ **Risk Reduction & Cost Savings**
- ★ **Statewide Recognition**

Learn More

gacities.com/excellence-in-policing



Take a moment to exercise your brain and relieve stress by solving these fun safety puzzles! Answers on page 16.

HIDDEN MESSAGE

This puzzle is a word search puzzle that has a hidden message in it.

First find all the words in the list. Words can go in any direction and share letters as well as cross over each other.

- ACTION

DOWN

HEALTH

MEET
- MONTHLY

PLAN

QUIT

RUSH
- SAFETY

SLOW

VISION

WINTER

Once you find all the words. Copy the unused letters starting in the top left corner into the blanks to reveal the hidden message.

— — —

— — — —

— — — — —

— — — —

— — — — —

— — — —

— — — — —

— — — — —

— — — — —

— — — —

— — — — —

— — — — —



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



Photo: Snowcapped Sunrise, Springer Mountain, Georgia
by Ryan Johnson Photography

SAFETY THEME

KEEPING OUR MEMBERS SAFE ON THE JOB AND AT HOME

WINTER WORK SAFETY REMINDERS

When it looks like a winter wonderland outside, take these extra precautions to stay safe on the job.

We all know Georgia weather can be unpredictable this time of year. A single day can start with snow, which turns into rain, and the day ends with sunshine. Or it could turn icy and dangerous. You must be aware of the weather and be prepared to take extra precautions.

Slips and Falls

Winter weather conditions bring many added hazards to your workplace. One common injury in winter months is slips and falls, because snow, ice and rain can make walking surfaces and stairs slippery. Slip-and-fall hazards can also be found indoors. As floors get wet, they can easily become a slip hazard. To prevent slippery floors, clean or remove boots and shoes. Have a mop handy to wipe up accumulated water. Be on the look out for slippery areas and either mark or clean them up.



Outside, patches of ice, debris and other items may not be visible if they are covered in snow. The outside ground may be icier in the early morning and in the afternoon as the



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

sun goes down and wet areas freeze. Pay attention to the ground conditions in the parking lots, walkways and in outdoor work areas throughout the day. Clear snow and put salt or sand down as needed throughout the day, especially at entrances and pathways.

Follow safe lifting techniques when shoveling to avoid injury. Keep the back straight, lift with the legs and do not turn or twist the body. Start slowly by scooping small amounts of snow at a time. Where possible, push snow instead of lifting it. If using snow removal equipment such as a snowblower, make sure you follow the safety procedures and manufacturers' safety guidelines.

Protect Your Body

Working in the cold puts stress on the body and uses excess energy to maintain body heat. Consider temperature and wind chill when working outside in cold weather and take precautions to protect yourself while working in the cold.



Wear appropriate, warm, slip-resistant, insulated and waterproof footwear. Consider wearing inner and outer layers that will keep you dry. Wear waterproof and insulated gloves, especially when working with water or in wet conditions. Ensure that you cover up all exposed skin including your face, neck, head and ears. Continue to use appropriate PPE and high-visibility clothing over your winter weather clothing.

You might also want to slow down and think through your work tasks. When moving from area to area look at your path, see if there might be hidden hazards. Finally, take frequent breaks in warm areas.

Prepare Your Vehicle

A winter-ready vehicle allows you to better handle winter conditions. Most of us in the south do not have winter or snow tires or the ability to add snow chains. Those types of tires certainly provide better traction, then our normal road tires. This means you need to know the road conditions, avoiding roads that are unsafe.

Check your tire pressure often, as tire pressure can drop in colder conditions. Before each trip, walk around your vehicle to inspect and ensure it is in good overall condition. Review your vehicle's maintenance record and take care of maintenance and repairs right away. Ensure the battery, brakes, lights, fuses, cooling/heating systems, exhaust/electrical systems, belts and hoses are in good shape and get them maintained as needed.

Keep your gas tank full to avoid condensation in the tank which can cause fuel lines to freeze. It is also good

practice to not let your fuel tank go below a quarter tank in case of an emergency event where you are stuck or cannot get to a gas station because of inclement weather.

Finally, equip your vehicle with a winter survival kit including a high-visibility vest, first aid kit, blankets, scraper/snow brush, shovel and traction mat, sand or kitty litter, antifreeze, flares and matches or lighter, flashlight, battery jumper cables, sandbags for extra weight, extra clothing and footwear.

Beware Road Hazards

During the winter months, road hazards increase significantly due to rain, snow, ice and fog. The best way to stay safe is to always plan for potential bad weather and winter conditions. Before you leave your house, check the weather forecast, road conditions and traffic reports often. Try to avoid driving when road and weather conditions are bad. Cancel or delay trips when possible if the weather is bad; even an hour or two can make a difference.

Wear sturdy shoes or boots that have good traction. Maintain three points of contact when entering or exiting your vehicle, especially when steps and the ground below may be icy. Sweep snow and ice from all parts of your vehicle – windows, mirrors, lights, wheel wells and your hood, and wait until all windows are fully defrosted before pulling away.

Stay safe out there!



Photo by Joe Legge. Walker County Government personnel worked to clear the roads after a Jan. 10, 2025 winter storm.



OSHA ALERT

Working Safely in Cold Weather

Winter weather can expose outdoor workers to frostbite, hypothermia, and cold stress, all of which can be fatal. It is important to know the wind chill temperature to better [prepare](#) and perform the work safely.

Follow these work practices to stay safe in cold weather:

- Know the symptoms of [cold stress](#); reddening skin, tingling, pain, swelling, leg cramps, numbness, and blisters.
- Dress properly; wear at least three layers of loose-fitting clothing, insulated gloves and boots, and cover your head.
- Monitor your physical condition and that of your coworkers.
- Stay dry and pack extra clothes; moisture can increase heat loss from the body.
- Take frequent breaks in warm, dry areas.
- Drink warm liquids.

For more safety tips, visit OSHA's [Winter Weather](#) page.

OSHA's [On-Site Consultation Program](#) provides no-cost and confidential occupational safety and health compliance assistance to small- and medium-sized businesses. Consultation services are separate from enforcement and do not result in penalties or citations. The [OSHA Training Institute Education Centers](#) offer courses for workers, employers, and managers on hazard recognition and abatement at convenient locations nationwide.

OSHA alerts are issued on occasion to draw attention to worker safety and health issues and solutions.



HOW TO USE THE MONTHLY SAFETY THEME

Here are some hints to help you get the safety message across to all employees each month.

Theme Poster

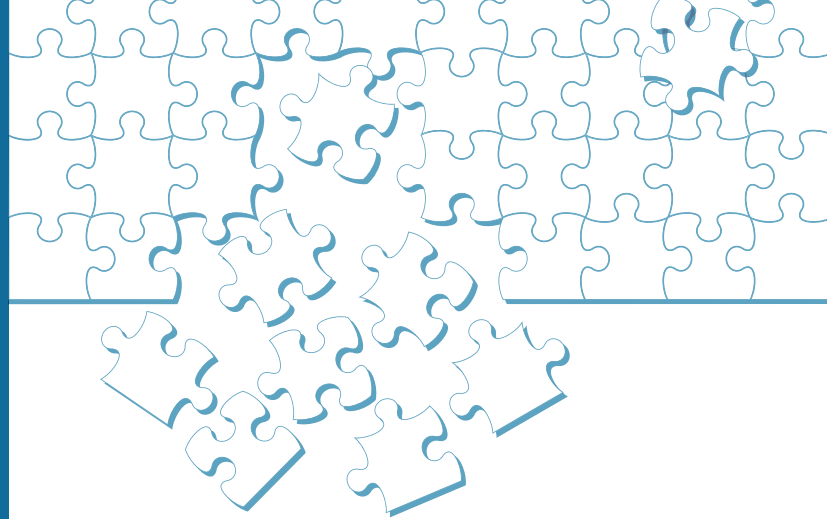
Make copies and post wherever you will get the most impact or email to your departments.

Theme Page

Repeats the poster message with the safety theme topic of the month.

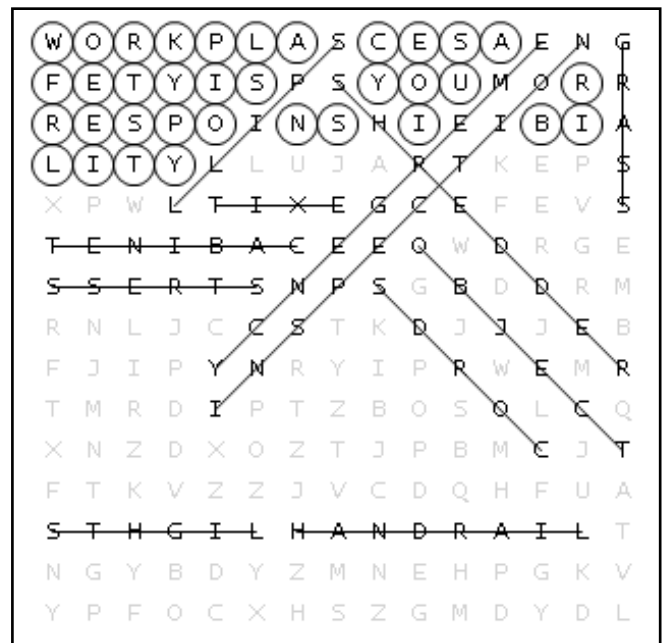
Safety Meeting Agenda

- Assemble participants.
- Hand out copy of theme page.
- Pass around Participant Sign-in Sheet.
- Read theme out loud and discuss aspects of the theme in the department. Give examples. Ask for ideas, etc.
- Discuss accidents/incidents/near misses over the last month.
- Issue safety Self-inspection Checklists for each department inspection team.
- Discuss inspection items noted from last reports and the status of completion of reported items.



PUZZLE ANSWERS

HIDDEN MESSAGE ANSWER



YOU CAN'T TRAIN TOO
MUCH FOR A JOB THAT
CAN KILL YOU.

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 _____



CONTACTS

LET US KNOW HOW WE CAN HELP YOU.

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