



SHARE

MAR 2025
ISSUE #42

SAFETY HEALTH AND RISK E-CONNECT NEWSLETTER



KEEPING OUR HEROES SAFE

*Learn to calibrate air monitoring equipment
with Social Circle Fire Department. - p. 6*

SAFETY POSTER

Print this spring cleaning
reminder. - p. 14

SPECIAL TEAMS

Learn to reduce risk on
special task forces. - p. 8

2025 UPDATES

Upcoming changes to
LGRMS programs. - p. 4

CONTENTS

- 3 A Note from the Editor**
Welcome to March SHARE!
- 4 Director's Corner**
2025 LGRMS Program Changes
- 6 Risk Connection**
Air Monitoring Equipment Calibration
- 8 Law Enforcement Matters**
Special Teams & Task Forces
- 9 Law Enforcement Matters**
Failure to Provide Meds in Jail
- 11 Coffee Break**
Puzzles and Games
- 12 Safety Theme**
Spring Cleaning & Safety
- 16 Forms**
Self-Inspection, Safety Meeting
- 19 Staff Contacts**
How to Reach Us

Cover photo by Tony Bendele, iStock

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



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lgrms.com  



UPCOMING WEBINARS AND TRAINING

Safety Coordinator III

HALF DAY | 8:30AM-12:30PM
Apr. 15 - Tifton, GA
Apr. 16 - Statesboro, GA
Apr. 17 - Macon, GA
Apr. 22 - Gainesville, GA
Apr. 23 - Cartersville, GA

Safety Coordinator IV

HALF DAY | 8:30AM-12:30PM
May 7 - Statesboro, GA
May 13 - Tifton, GA
May 20 - Gainesville, GA
May 21 - Cartersville, GA
June 17 - Macon, GA

Public Works Program

HALF DAY | 8:30AM-12:30PM
June 10 - Tifton, GA
June 11 - Statesboro, GA
July 8 - Gainesville, GA
July 10 - Cartersville, GA

Safety Coordinator I & II

FULL DAY | 8:30AM-3:30PM
Aug. 5 - Tifton, GA
Aug. 12 - Statesboro, GA
Aug. 19 - Macon, GA
Sep. 2 - Gainesville, GA
Sep. 9 - Cartersville, GA

Safety Coordinator III & IV

FULL DAY | 8:30AM-3:30PM
Aug. 6 - Tifton, GA
Aug. 13 - Statesboro, GA
Aug. 20 - Macon, GA
Sep. 3 - Gainesville, GA
Sep. 10 - Cartersville, 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 March 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 spring cleaning and safety. It's a great time to assess your work areas and prevent worker injury!

Motor vehicle or auto collisions continue to be the leading cause of loss for both ACCG's and GMA's insurance pools. Dan Beck writes about ways LGRMS and its members can improve employee driving behaviors and reduce related risks. In 2025, we established a goal of reducing motor vehicle claims by 10% over two years.

Vincent Scott discusses the importance of proper training, atmospheric testing and calibrated monitoring equipment are essential for worker safety in confined spaces such as culverts, utility vaults, and fire scenes.

For law enforcement members, David Trotter offers best practices for special teams and multi-jurisdictional forces. And an archived article from LLRMI's Jack Ryan looks at liability in the jail setting, with the failure to provide medications that have been properly prescribed either before or during incarceration.

Our next SHARE will be published in April. For questions or issues on training, or any other services provided by LGRMS, contact Director Dan Beck at dbeck@lgrms.com, or me, Dennis Watts, at dwatts@lgrms.com. For questions on SHARE, contact Kayla Frazier at kfrazier@lgrms.com.

Be safe.

Dennis

Contact: Dennis Watts, dwatts@lgrms.com

2025 LGRMS PROGRAM CHANGES



DIRECTOR'S CORNER

By Dan Beck, LGRMS Director

2025 LGRMS Goals

Motor vehicle or auto collisions continue to be the leading cause of loss for both ACCG's and GMA's insurance pools. In calendar years 2022-2024, motor vehicle collisions accounted for 63% of total incurred liability claims (69% ACCG IRMA and 56% GIRMA GMA) and 28% of total incurred workers' compensation claims (22% ACCG and 34% GMA). These claims represent hundreds of millions of dollars, not to mention the loss of life and suffering to employees and citizens.

As a result, we continue to focus on improving the driving behaviors of our member employees and reducing related risks. In 2025, we established a goal of reducing motor vehicle claims by 10% over two years.

Safety Coordinator & Leadership Roles

Leadership commitment is key to achieving long-term sustainable risk reduction. Leaders must understand their loss trends, establish a vision and goal, and develop, support and manage a plan to address those trends.

LGRMS and the associations are working on an outline of what we would like to see from each member's leadership and safety coordinator. This should be completed by year's end.

How to reduce MVAs by 10%

- 1 Identify common causes of incidents.
- 2 Assess workplace culture, policies and practices.
- 3 Set clear goals and develop a plan to strengthen processes. LGRMS is here to help!
- 4 Monitor, measure and communicate progress to employees regularly.



Driver Training

LGRMS is redesigning our driver training program. LGRMS has used Doran driving simulators for 20 years. It is a challenge to compete against technology within the gaming industry, and it seems these systems have reached the end of their life cycle. To provide a training alternative, we developed a course called "Leaders." This program will be offered initially to members with high losses within their law enforcement agencies.



The “Leaders” program will use classroom instruction to provide trainees with basic defensive driving tactics and practices. Once classroom training is complete, the trainees will be placed into groups of three. Those three trainees and the trainer will use one of LGRMS’s new training SUVs for hands-on driver training. Each trainee will take turns driving. The trainee driver will be required to provide a narration of hazards and controls as they operate the vehicle. The trainee passenger will evaluate and provide feedback to the trainee driver’s narration.

LGRMS is one of the nation’s leading providers of the National Safety Council’s (NSC) Defensive Driving Course (DDC). We will continue to provide this training to our members, but we will focus on training employees in high-risk departments who operate motor vehicles as part of their job duties. Training will be provided every three years, with members responsible for scheduling, securing training space and ensuring attendance.

For organizations interested in having their own internal NSC DDC trainer, LGRMS may be willing to sponsor the cost of the NSC train-the-trainer course. We require the member in question to have at least 200 employees in the high-risk departments who drive for work. Please check with your representative for more information.

How Can Members Reduce Claims?

Reducing motor vehicle-related claims by 10% starts with strong leadership that prioritizes safety and

accountability. Leaders should analyze loss trends to identify common causes of incidents, such as distracted driving, speeding or vehicle maintenance issues.

Next, a thorough assessment of current processes is crucial, including reviewing workplace culture, safety policies and driving practices. Establishing clear policies—such as fleet safety, pursuit guidelines and emergency response procedures—ensures consistency in expectations. LGRMS can provide sample policies to help strengthen these areas. Additionally, organizations should evaluate whether safety protocols are being actively practiced, not just documented.

Once gaps in the process are identified, setting a clear goal for collision reduction and developing a strategic plan to address deficiencies is essential. This may include enhanced training programs, improved vehicle maintenance schedules or stronger enforcement of driving policies.

To ensure success, organizations must monitor, measure and communicate progress regularly through monthly or quarterly meetings. Tracking key metrics and sharing updates with staff fosters accountability and reinforces a culture of safety. By establishing a measurable goal, implementing targeted improvements and continuously evaluating progress, members can effectively reduce motor vehicle-related claims and create a safer work environment for all.

Contact: Dan Beck, dbeck@lgrms.com

RISK CONNECTION

REDUCING RISK FOR YOU AND YOUR EMPLOYER

TAKE CARE WHEN MONITORING AIR IN CONFINED SPACES

Without proper calibration, faulty readings can result in life-threatening incidents.

Local governments often manage and maintain confined spaces requiring careful monitoring to ensure worker safety. Typical confined spaces in local government operations include culverts, electrical substations, manholes, sewer systems, storage tanks, trenches, utility vaults and water treatment plants. Flooding, hazardous atmospheres, low oxygen levels and the risk of electrocution pose life-threatening risks to local government employees.

Proper training, atmospheric testing and calibrated monitoring equipment are essential for worker safety in these confined spaces.

Social Circle Fire Chief Kenneth Zaydel understands that safety depends on accuracy. The Social Circle Fire Department properly calibrates air monitoring equipment before and during any confined space entry or rescue operation. Calibration ensures gas detectors provide accurate readings, preventing false readings that could lead to undetected hazardous conditions. Routine calibration against known gas concentrations ensures compliance with safety standards and equipment reliability.



By Vincent Scott
East Georgia LGRMS Risk Consultant

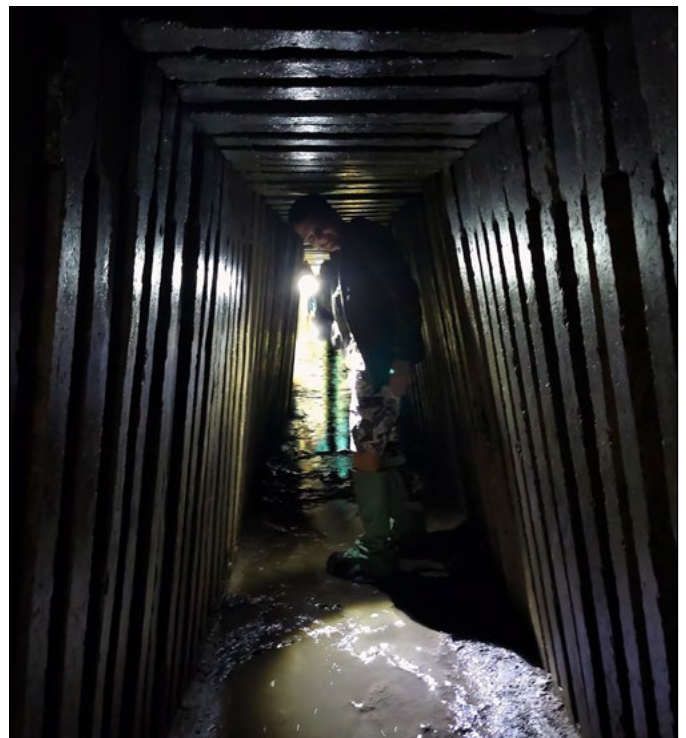


Photo by Serhii Bezrukyi. A worker is crouched in the underground tunnel of a sewage collector, a confined space like those frequented by government employees.

The image shows a gas detection calibration station setup recommended for safety equipment to protect workers and ensure safe entry into confined spaces. The system is used for calibration and bump testing of gas detectors and includes docking stations, calibration gas cylinders and automated testing features to ensure accuracy in confined space monitoring.

An uncalibrated monitor may fail to detect lethal gases like hydrogen sulfide or carbon monoxide, putting workers at risk of poisoning or asphyxiation. Inaccurate oxygen level readings can give a false sense of security, increasing the danger of suffocation.

Resources

LGRMS offers “Confined Space and Trenching & Excavation Safety Awareness” training in person and online. Contact a Risk Control Consultant to set up training.

The ACCG-GSIWCF Employee Safety Grant or the GMA Safety & Liability Grant provides financial assistance to members to reduce employee accidents and injuries through additional training, equipment or services. This system could be a reimbursed purchase through membership and participation in the respective program.



Photo by Serhii Bezrukyyi. A worker is crouched in the underground tunnel of a sewage collector, a confined space like those frequented by government employees.

MEMBER GRANT PROGRAMS

LGRMS Director Dan Beck recently updated members about ACCG and GMA grant programs. Watch at your convenience on YouTube!

2025-26 ACCG Safety Discount/Grant Programs

What does this webinar cover?
This webinar will provide an overview of the programs. You will learn how to review your loss analysis data and complete your 2025 Safety Action Plan.

Who should view this webinar?

- ACCG Risk Managers/Safety Coordinators
- ACCG Human Resource Managers
- County Managers/Administrators

WATCH NOW

2025 GMA Safety & Liability Management Grant

What does this webinar cover?
This webinar will provide an overview of GMA’s Safety & Liability Management Program. There are a few new updates for the 2025 program.

Who should view this webinar?

- GMA Risk Managers/Safety Coordinators
- GMA Human Resource Managers
- GMA Managers/Administrators

WATCH NOW

LAW ENFORCEMENT MATTERS

REDUCING RISK FOR PUBLIC SAFETY AGENCIES



REDUCING LIABILITY OF SPECIAL TEAMS AND TASK FORCES

By David Trotter
LGRMS Law Enforcement Risk Consultant

Many agencies have either a tactical team, special focus team or have entered into a Multi-Jurisdictional Task force. While these special focus teams are effective at combating crime, they are also higher liability for law enforcement agencies.

We have seen in the past that these teams have engaged in violations of Fourth Amendment violations and sometimes run awry if not checked. **Some of the best practices we have learned are sound policies, defined chain of command, agency oversight, and review and selection practices.**

There must be a policy in place defining the purpose and scope of the task force. That policy also should show chain of command and agency oversight with periodic review of arrests, search and seizure practices, which show proper investigative processes and truthful affidavits.

Also, provide reviews of the use of force incidents and

if they are within the scope of policy and constitutional requirements. A monthly report on task force activities should be generated by the task force commander to the agency head, showing a thorough review of all incidents and any corrective action or policy changes that should be considered.

A policy should be in place for requirements of selecting each candidate to work on the task force including experience, training, performance reviews, disciplinary actions and commendations.

Multi-Jurisdictional Task forces should also have a Memorandum of understanding outlining how liability coverage is provided to the officers involved in the task force. MOU should also address who the lead agency will be, governing board assignment and authority, reporting requirements, funding formulas, process for resolving conflicts, and separation of assets, equipment and personnel when the task force is dissolved.

Policies alone cannot reduce agencies exposure. There must also be ongoing accountability and supervision for a successful outcome.

Failure to Provide Medication in Jail / Detention Setting

By Jack Ryan
Attorney, Legal & Liability Risk Management Institute

You are viewing an article from the 9th Circuit.

One of the issues that routinely leads to liability in the jail setting is the failure to provide medications that have been properly prescribed either before or during incarceration.

In *Prewitt v. Roos*, the United States Court of Appeals for the Ninth Circuit reviewed a case where it was alleged that jail officials had failed to properly administer pain medication and follow post-operative instructions after Prewitt's hand surgery.ⁱ Prewitt had hand surgery while in jail and received discharge instructions from the hospital. "There is no factual dispute that numerous doctors' prescriptions for Prewitt's pain medication were deliberately not followed. Nor were 'several pillows' provided to Prewitt to 'lessen swelling,' as required by his discharge instructions. As a result of the defendants' interference with Prewitt's prescribed medical treatment, his pain was allegedly considerably exacerbated. This interference violated Prewitt's constitutional rights."

The court rejected the defense that officers were following the jail's medication dispensing schedule as an excuse for failing to follow the doctor's orders. The court held: "a reasonable jury could find on the summary judgment record that the defendants' reliance on the jail's medication dispensing schedule is an insufficient justification for the defendants to prevail, particularly in light of the competing directive in the same health care manual that prescribed medication 'will be administered in the prescribed dosage at the prescribed time.'"

In *Benge v. Scalzo*, the United States District Court for Arizona applied the Ninth Circuit analysis in a case where a prisoner transferred from the State Prison system was not given the medications that were prescribed in the state prison system for psychological issues, once transferred to the Madison Street Jail.ⁱⁱ

"There is no dispute that Plaintiff received treatment and medication for his mental health condition while at ADC. This gives rise to at least an inference that his condition remained a serious mental health need upon his transfer to the jail. Sines [the nurse] argues that there was nothing to suggest that Plaintiff was depressed or suicidal at the jail (DSOF PP 16, 18), but Plaintiff directly disputes that assertion (Doc. # 58 at 5; PSOF PP 35-38). Further, Defendants do not deny that upon seeing a psychiatrist in December 2003, Plaintiff was prescribed medication for his mental health condition. On these facts, a jury could reasonably conclude that Plaintiff suffered from a serious mental health need."

It should be noted that the plaintiff went without medication for 423 days before he was finally seen by a psychiatrist who prescribed a similar treatment and medication as he had been receiving while in the state prison system.

"A delay in providing medical treatment does not constitute deliberate indifference unless the delay was harmful. *Hunt v. Dental Dep't*, 865 F.2d 198, 200 (9th Cir. 1989) (internal citation omitted); see also *Hallett v. Morgan*, 296 F.3d 732, 746 (9th Cir. 2002) (Eighth Amendment is only violated if 'delays occurred to patients with problems so severe that delays would cause significant harm and that Defendants should have known this to be the case'). Sines contends that there exists no record of harm or suicide attempts and points to Plaintiff's admission that he never told medical or jail staff about overdosing (Doc. # 57, Ex. 25, Pl. Dep. 38:16-19). But Plaintiff testified that when he was treated for throwing-up after he overdosed March 2003, he did not want to tell medical staff the reason he was sick because he feared being placed in a restraint chair, which was often done with suicidal inmates (*id.*, 38:3-9). He testified that after his medication was stopped 'cold turkey' upon transfer to the jail, over the next few weeks he became very depressed and then attempted to take

his life (Doc. # 59, Ex. A, Pl. Dep. 42:20-22, 43:24-44:9). He testified that he heard voices he believed to be his mother's and God's, and he described his condition as 'almost like trauma' (id. 52:1-3). Plaintiff testified that in his condition, he decided to follow these voices and reject plea offers and represent himself in his criminal trial (id. 52:7-16). Construing this evidence in Plaintiff's favor, the lack of treatment caused him to suffer, led to a suicide attempt, and severely affected his decision-making abilities. This is sufficient to raise a material dispute on this prong of the Eighth Amendment claim."

In ruling on deliberate indifference of the nurse, the court asserted: "This question is not a dispute over the course of treatment, as Defendants argue (see Doc. # 56 at 10). Rather, the dispute concerns the information that formed the basis of Sines' decision not to recommend medication or a visit with a psychiatrist. Plaintiff's testimony suggests that Sines ignored pertinent medical information — Plaintiff's

prior ADC treatment and medication regime. Given Sines' medical training, he would have known the risk to Plaintiff in discontinuing psychiatric medication and treatment. See *Steele*, 87 F.3d at 1268-70 (jury could find deliberate indifference where psychiatrist discontinued a transfer prisoner's psychotropic medication without reviewing the prisoner's medical records or consulting the former prison facility medical staff). Plaintiff has raised a question of fact as to whether Sines acted with deliberate indifference."

Citations

- i *Prewitt v. Roos*, 160 Fed. Appx. 609 (9th Cir. 2005).
- ii *Benge v. Scalzo*, 2008 U.S. Dist. LEXIS 40782 (Dist. Ariz. 2008).

By Jack Ryan, Attorney | October 16th, 2009





Take a moment to exercise your brain and relieve stress by solving these fun safety puzzles! Answers on page 15.

WORD SEARCH

calibrate
eye
fatigue
heat

house
insects
liability
poison

prevention
property
spring
weather



SAFETY THEME

KEEPING OUR MEMBERS SAFE ON THE JOB AND AT HOME

SPRING CLEANING ON THE JOB

Spring is here, and it's a good time to assess work areas to prevent worker injury. Here are a few areas to focus on.



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

Housekeeping

Good organizational housekeeping ensures business runs smoothly, boosts morale and creates a positive impression for visitors.

But the primary reason to clean up is safety. Housekeeping is crucial to any environment, health and safety program. It's the most powerful strategy for eliminating the leading cause of workplace accidents: slips, trips and falls. It also minimizes the spread of illnesses and the possibility of chemical exposure.

The Occupational Safety and Health Administration says: "Uncluttered working conditions are essential to the safety of all workers and should be a priority in both job and office areas. Proper housekeeping management provides for an orderly arrangement of operations, tools, equipment, storage facilities, supplies and waste material. Good housekeeping is evidenced by floors free from grease and oil spillage; properly identified passageways; unobstructed access and exits; neat and orderly machinery and equipment; well-nested

hoses and cords; properly stored materials; removal of excess waste material or debris from the working area; walkways free from ice and snow; surfaces, including elevated locations, free from accumulated dust; and adequate lighting. Maintaining these conditions contributes significantly to lower incident rates."

Use the facility self-inspection form found in SHARE to help get started. Remember, everything has a place and should be in its place.

Eye Injury

About 2,000 Americans suffer eye injuries every day, with a sizable proportion in the construction industry, which includes some tasks found in local governments.

Eye hazards are a leading cause of preventable injuries. Even a minor injury can leave a worker in pain, with vision problems and unable to work. It's important to be aware of eye safety in the work environment.

Many eye injuries result from dust and other small particles entering the eye, but others occur when splinters of metal or wood fly up during hammering. Workers should be careful after handling hazardous substances not to touch their eyes. In spring, workers who suffer from hay fever need to be careful, ensuring they remove safety gloves and wash their hands of chemicals before rubbing their eyes.

Fatigue

Reports show lack of sleep and fatigue are chronic workplace issues. Tired or drowsy workers are more prone to errors and mistakes that could have disastrous consequences, particularly if they work with heavy machinery or motor vehicles. Fatigue leads to lapses in concentration and can cause workers to forget important safety procedures, creating additional workplace hazards.

Most people need seven to eight hours of sleep each 24-hour day. Sleep loss built up over several nights can be as harmful as sleep loss in one night. Both produce a decline in performance, such as loss of motor skills, failure to respond to changes and the inability to concentrate and make reasonable judgments.

Studies show 17 hours awake is equivalent to a blood alcohol content of 0.05. Twenty-one hours awake is equivalent to a blood alcohol content of 0.08, and 24-25 hours awake is equivalent to a blood alcohol content of 0.10.

It's important to get enough sleep for your safety and the safety of co-workers. When you see signs of fatigue in a co-worker, alert them or a supervisor to the situation to ensure they can work safely.

Near Miss

A near miss is a situation where an accident almost occurred. It's a warning for workplaces to eliminate hazards before the next time, when everyone might not be as lucky. Near misses must be recognized and reported to prevent actual accidents.

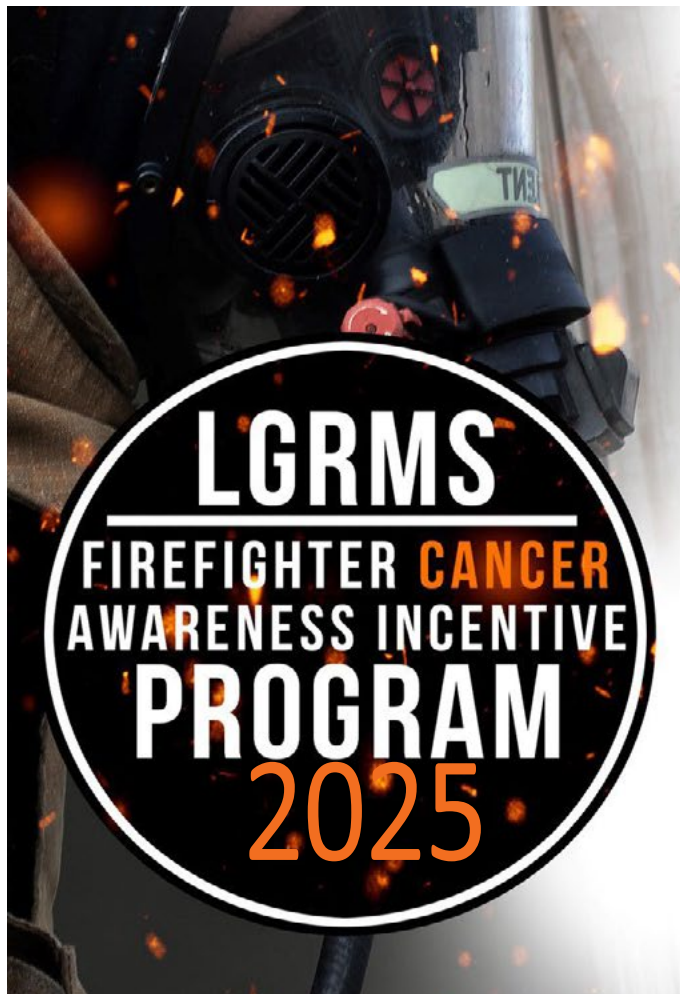
Near misses can be unsafe conditions, where something about the environment or equipment could have caused an accident, or unsafe acts, where the actions of employees, such as inattention, could cause the accident.

Poison Prevention

Poison Prevention Week Awareness occurs in March. What poisons or hazardous substances are in your workplace? There are a wide range of hazardous workplace substances that could poison or injure workers, including fuels, solvents and industrial cleansers.

Although many associate poisoning with children or the elderly, more than 60% of poisonings affect adults ages 20-49.

Know what poisons or hazardous chemicals are in your workplace. Do you have Safety Data Sheets (SDS) for these? Are you conducting hazardous chemicals awareness training using the SDS or the warning and usage labels? If not, you should.



LGRMS
FIREFIGHTER CANCER
AWARENESS INCENTIVE
PROGRAM
2025

LGRMS, working in conjunction with ACCG and GMA, wants to encourage the awareness of the hazards and controls surrounding firefighter cancer across Georgia. Learn more at lgrms.com.



Spring Safety Tips

With the beginning of spring comes a host of different hazards. Here are tips for keeping workers safe:

Prepare for Weather Changes

Be ready for changeable weather. Outdoor and remote workers should be prepared for anything and supplied with the necessary equipment.

Refresh Heat-Related Illness Training

Be aware of the signs of heat-related illnesses. Training on heat injury prevention and treatment is a good topic for spring, before the intense summer heat.

Look for Hazardous Site Conditions

Slips, trips and falls can be an issue following a frozen winter. The thaw can lead to boggy conditions around job sites.

Protect from Insects

Be aware of insects like ticks and mosquitoes, which can cause illness. Wearing appropriate clothing, such as long sleeves, is necessary.

Photo: Blossom and Bee, Macon, Ga., by Mark Strozier



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

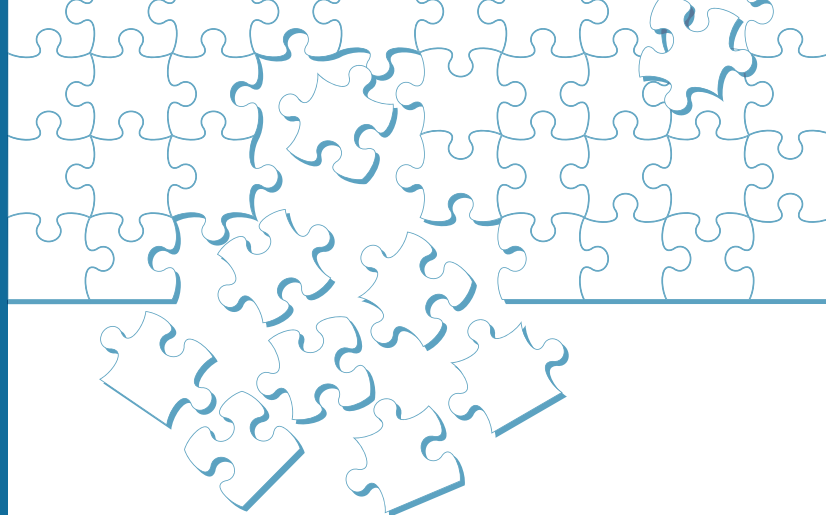
Make copies and post wherever you will get the most impact or email to your departments.

Theme Page

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

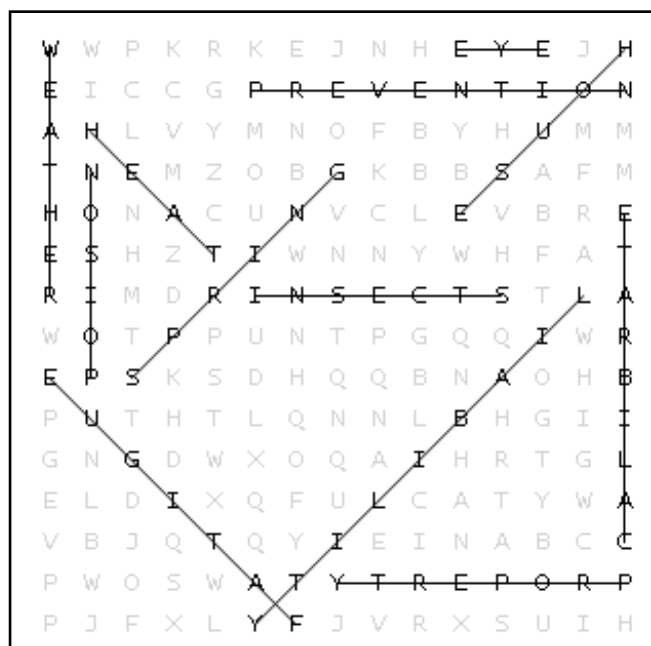
Safety Meeting Agenda

- 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

WORD SEARCH ANSWER



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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