

FENTANYL EXPOSURE

in the office

How to reduce this dangerous risk for local government employees. - p. 8

BATTERY FIRE RISK

Find out why lithium ion batteries catch fire. - p. 5

DON'T DRIVE DISTRACTED

Stay focused behind the wheel with these tips. - p. 14

NEW CERTIFICATION

Learn the benefits of this program designed for sheriff's offices. - p. 10



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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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Peachtree Corners, GA 30092

lgrms.com  



UPCOMING WEBINARS AND TRAINING

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

Public Works Program

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

Safety Coordinator I & II

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

Safety Coordinator III & IV

FULL DAY | 8:30AM-3:30PM Aug. 20 - Macon, GA
Aug. 6 - Tifton, GA Sep. 3 - Gainesville, GA
Aug. 13 - Statesboro, 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 April 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 distracted driving, in recognition of April as Distracted Driving Awareness Month. It's a great time to rededicate yourself to being 100% hands-free behind the wheel!

Kate Wasner discusses the scary statistics of work zone deaths and injuries; staying alert and minimizing distractions is one of Kate's tips to improve worker safety on the highways—another wake-up call for drivers to keep their eyes on the road.

Dan Beck provides updates about the Firefighter Cancer Awareness Incentive Program, as well as how to mitigate the growing risk of lithium ion battery fires.

Weston Cox brings us a startling story about fentanyl exposure in a local government office setting. He discusses ways that employees can reduce their risk, and what to do in case of exposure to this deadly drug. There is a printable tip sheet along with this story to share at safety meetings.

Natalie Sellers share some good news—a new state certification program for sheriff's offices is making an impact. So far, seven agencies have completed this rigorous program with great success.

Our next SHARE will be published in May. 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

FIRE SERVICE UPDATES



DIRECTOR'S CORNER

By Dan Beck, LGRMS Director

LGRMS partnered with Lt. David Bullard, past president of the Georgia State Firefighters Association and NVFC state director, and Chief David E. Eddins, president of the Georgia Association of Fire Chiefs, to develop the 2025 Firefighter Cancer Awareness Action Plan. Our focus this year will be to continue building basic awareness of the hazards and controls of firefighter cancer. We produced an online interactive training called “Taking Action Against Cancer in the Fire Service” and worked with the Georgia Public Safety Training Center to place it on their learning management system.

LGRMS, working with the Association County Commissioners of Georgia and the Georgia Municipal Association, wants to encourage awareness of the hazards and controls surrounding firefighter cancer across the state. Thus, we will award two fire departments (one county, one city) up to \$5,000 in reimbursement toward the purchase of equipment that will assist in the reduction of firefighter cancer risks (e.g., washer extractors, ventilation equipment, decontamination equipment).

Please [click here](#) to access the 2025 Firefighter Cancer Awareness Incentive Brochure for more details on this year's program and how your department could receive the \$5,000 reimbursement.

LGRMS
FIREFIGHTER CANCER
AWARENESS INCENTIVE
PROGRAM
2025

Questions:

- Did you know studies have shown that firefighters have a higher rate of cancer than the public?
- Did you know there are controls for the hazards that may increase those risks of cancer within firefighters?
- Did you know each firefighter in Georgia has Cancer insurance? Did you know that this insurance provides financial benefits for certain types of cancer regardless of cause?
- Did you know if you build awareness of the hazards and controls of firefighter cancer within your department, you could win a reimbursement up to \$5,000 toward the purchase of a washer extractor or any other firefighter cancer risk reduction item for your department? Learn more below.

Program & Sponsors:

LGRMS, working in conjunction with ACCG and GMA, wants to encourage the awareness of the hazards and controls surrounding firefighter cancer across the State of Georgia. Thus, we will award two fire departments (1 County, 1 City) up to \$5,000 in reimbursement, toward the purchase of equipment that will assist in the reduction of firefighter cancer risks (e.g., washer extractor, ventilation equipment, decontamination, etc.).

Eligibility Requirements:

1. The fire department must be an active member of either GMA's or ACCG's Firefighters' Cancer Benefit Program.
2. Must complete the application on the next page.
3. Must have 80% of their firefighters (based on insured FD's population) complete the GPSTC Online Training Course: Taking Action Against Cancer in the Fire Service GPSTC Online Training Link URL: <https://online-learning.gpstc.org/login/index.php>
4. LGRMS will verify completed training using the GPSTC training report.
5. Application must be submitted by October 31, 2025. Your application should be submitted electronically to Dan Beck at LGRMS dbeck@lgrms.com.

LGRMS: Firefighter Cancer Awareness Incentive Program 1

Click here for details

Lithium-Ion Battery Fires: A Growing Concern

Ike McConnell, director of the Georgia Public Safety Training Center, recently addressed the critical issue of lithium-ion battery fires during a presentation at the Georgia Fire Academy. These batteries, found in everyday devices such as smartphones and scooters, pose significant fire risks. In 2023 alone, lithium-ion batteries were linked to 1,159 injuries and 114 fatalities in consumer products, with micro-mobility devices such as scooters and e-bikes being particularly hazardous.

McConnell emphasized that while technological advancements and increased awareness are improving fire safety, the unpredictable nature of lithium-ion fires necessitates continuous adaptation and better response strategies from fire service personnel.

WATCH NOW

Highlights

- **Thermal Runaway:** This phenomenon occurs when batteries overheat uncontrollably, often resulting in explosions and rapid fire spread.
- **DIY Hazards:** Individuals repurposing old lithium-ion batteries for home energy solutions are increasing safety risks.
- **Firefighting Challenges:** Conventional tactics may fail; emergency responders need to adapt to the unique challenges posed by lithium-ion battery fires.
- **Water is Key:** Effective firefighting may require copious amounts of water to combat these intense fires safely.
- **Smart Charging:** Using quality certified chargers is essential for preventing overheating and damage to lithium-ion batteries.
- **Education & Prevention:** Raising public awareness around safe battery use and disposal is crucial to reducing risk.

Key Insights

- **Dependence on Technology:** Lithium-ion batteries are ubiquitous in modern life, powering many devices we use daily. With their convenience comes the responsibility to be aware of their inherent risks.
- **Evolving Knowledge Base:** Research is ongoing in understanding and managing lithium-ion battery fires, akin to a rapidly changing science, demanding up-to-date training for fire service professionals.
- **Prevention Focus:** Historical data emphasizes that prevention remains paramount. Groups such as the elderly and young populations are most at risk, mirroring epidemiological data on fire fatalities across decades.
- **Spotting Fires Early:** Knowing the signs of overheating—such as swelling and off-gassing from batteries—can improve proactive measures against fire outbreaks.
- **Current Statistics:** Fire statistics show that incidents related to lithium-ion battery fires are on the rise, underlining the urgency of addressing this topic.
- **Improper Equipment Use:** Individuals often employ non-certified chargers with their electronic devices, increasing the chance of malfunction and fires. This highlights the importance of using manufacturer-approved equipment.
- **Community Engagement:** Local fire departments must collaborate with manufacturers and community resources to ensure effective risk management and safety campaigns, enhancing overall fire safety culture.

Contact: Dan Beck, dbeck@lgrms.com

NOTES *from the* ROAD

BEST PRACTICES FOR SAFE TRAVELS

National Work Zone Awareness Week

National Work Zone Awareness Week is an annual spring campaign sponsored by federal, state and local transportation officials to raise the public's consciousness about the need to drive safely in work zones. Since 1999, the campaign has drawn attention to the safety needs of road workers and motorists. This year, NWZAW was observed from April 15-19.

A work zone is where road construction, maintenance or utility work occurs. Safety for crews in work zones, as well as the vehicles that travel through them, is critically important. Drivers must watch for workers entering and leaving work zones, including flaggers who may be directing changing traffic patterns. Unfortunately, daily changes in traffic patterns, narrowed rights of way and other construction activities often create a combination of factors resulting in crashes, injuries and fatalities. There were 4,891 total crashes in Georgia work zones in 2023, resulting in 13,689 injuries and 62 fatalities.

As a driver, you should learn and abide by the following safety tips for driving in work zones:

- **Obey work zone rules:** Pay attention, slow down (even in lighter-than-normal traffic) and watch for workers.
- **Expect the unexpected:** Things may change quickly. Normal speed limits may be reduced, traffic lanes may be closed, narrowed or shifted, and people may work on or near the road.



By Kate Wasner
LGRMS Public Safety Risk Consultant



13,689
injuries

62
deaths



- **Slow down:** Don't tailgate: Less congestion is not an invitation to exceed the speed limit. Keep a safe distance between you and the car ahead of you, and between you and construction workers and their equipment.
- **Obey road crew flaggers and pay attention to signs:** Failure to obey speed limit signs or a flagger's traffic control directions can result in hefty fines or imprisonment.
- **Stay alert and minimize distractions:** Pay full attention to the roadway and avoid changing radio stations or using cellphones and other electronic devices.
- **Keep up with traffic flow:** Do not slow down to gawk

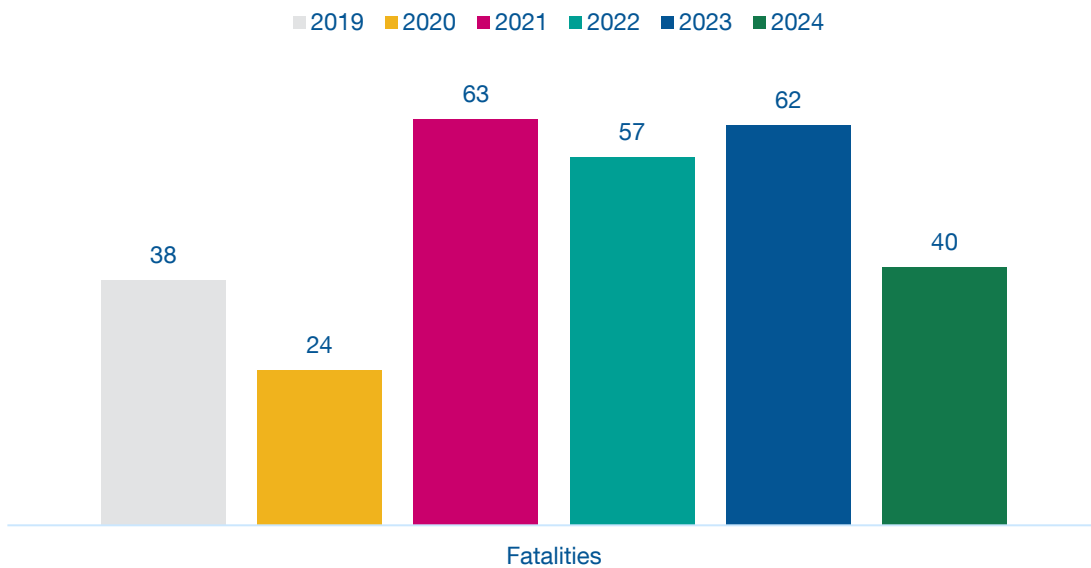
at roadwork.

- **Know before you go:** Expect delays, leave early and schedule enough time to drive safely. For 24/7 real-time traffic information, call 511 or visit www.511ga.org before you get into the car. Follow the Georgia Department of Transportation on Twitter for additional updates.

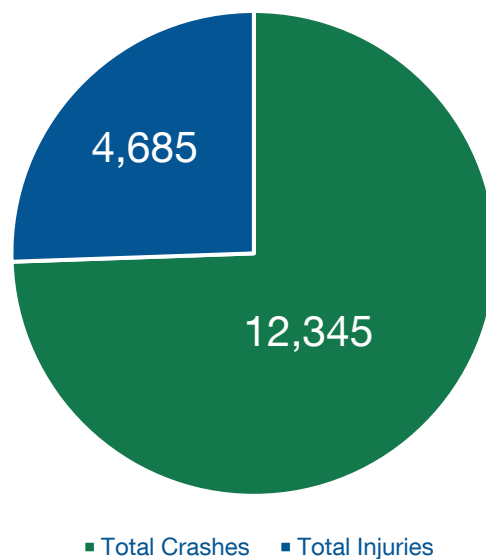
- **Be patient and stay calm:** Crews are working to improve the road and to make your future drive better.

- **Wear your seatbelt:** It is your best defense in a crash. Make sure your passengers are buckled up.

Fatalities in Georgia Work Zones



Total Crashes/Injuries in Georgia Work Zones 2024



References:

<http://www.dot.ga.gov>

<https://www.nwzaw.org>

RISK CONNECTION

REDUCING RISK FOR YOU AND YOUR EMPLOYER

PROTECTING GOVERNMENT EMPLOYEES FROM FENTANYL

City and county employees who work closely with the public can face dangerous exposure



By Weston Cox
South Georgia LGRMS Risk Consultant

An LGMRS member recently called me to report an incident of fentanyl exposure. A citizen had accessed an administration building to fill out an application for employment. When the individual asked for the application paperwork, he also borrowed an ink pen from the clerk. Once he completed the paperwork, he returned it to the clerk along with the ink pen.

Shortly after he left the building, the clerk began to feel very strong symptoms of nausea, dizziness and lightheadedness. When her staff began to help her evaluate what was unfolding, she mentioned that the individual who entered the building reeked of what was presumed to be marijuana or some other type of illegal substance. She was then tested, and the results showed she had been exposed to fentanyl.

She was immediately given the fentanyl counteractant, Narcan, and transported to the emergency room. Thankfully, she made a full recovery and did not feel any residual effects other than the initial symptoms.

Fentanyl, a synthetic opioid that is up to 100 times more potent than morphine, poses significant dangers to local government employees, especially those who work in public settings or interact directly with the public.

Accidental exposure to fentanyl can occur through inhalation, skin contact or ingestion. Even a small amount can be deadly. Public safety employees, including law enforcement officers, paramedics and emergency responders, are particularly at risk when responding to drug-related incidents.

In office environments, visitors may unknowingly bring fentanyl-contaminated items or substances, creating hidden dangers for employees who interact with the public. To minimize exposure, it is crucial that all employees are trained to spot the signs of fentanyl and use proper protective equipment, such as gloves and masks, when handling suspicious substances. Furthermore, secure handling and disposal of fentanyl-related materials are essential for preventing contamination in offices or public spaces.

What can cities and counties do to prevent exposure in an office setting? Keep your staff informed on the dangers of fentanyl exposures and discuss preventable steps that can be taken to ensure a safe and healthy work environment. Print and display the following page of recommendations.

PROTECT YOURSELF FROM FENTANYL EXPOSURE

Fentanyl exposure is not only a concern for first responders. It is now a reality within our normal city and county government office environments with public access. Please keep your staff informed on the dangers of fentanyl exposures and discuss preventable steps that can be taken to ensure a safe and healthy work environment.



What is fentanyl?

Pharmaceutical fentanyl is a synthetic opioid pain medication that is typically prescribed for surgery or advanced-stage cancer. Illegally-made fentanyl can be in liquid or powder form. It is often mixed with other illegal drugs to increase potency, but it can be deadly even in small doses. Opioid overdoses killed 97,000 Americans in 2024, according to the National Institutes of Health.

How could I be exposed?

- Inhaling airborne powder or spray
- Absorbing liquid through the skin
- Injection with a needle or sharp object
- Ingestion or contact with eyes, nose, mouth

What are the symptoms?

- Shortness of breath
- Slowed breathing or pulse
- Drowsiness or dizziness
- Nausea and vomiting
- Loss of consciousness

If you are exhibiting related symptoms after interacting with the public, please notify your supervisor and seek immediate medical attention.

How can I reduce the risk?

Keep an inventory of disposable ink pens, pencils or highlighters for citizens to use that are separate from your employees' office stationery. This will mitigate direct exposure from office stationery.



Keep counter tops, door handles and public areas as clean as possible. Use disinfectant spray or wipes to address these areas.



Consider having a window or barrier for the public to access employees, instead of allowing anybody and everybody to be face-to-face with office or administrative staff.



Keep Narcan devices on hand and readily accessible by staff. Seek training on how to administer the medicine, so that employees are properly equipped in the event of an emergency.

More info from CDC:



LAW ENFORCEMENT MATTERS

REDUCING RISK FOR PUBLIC SAFETY AGENCIES



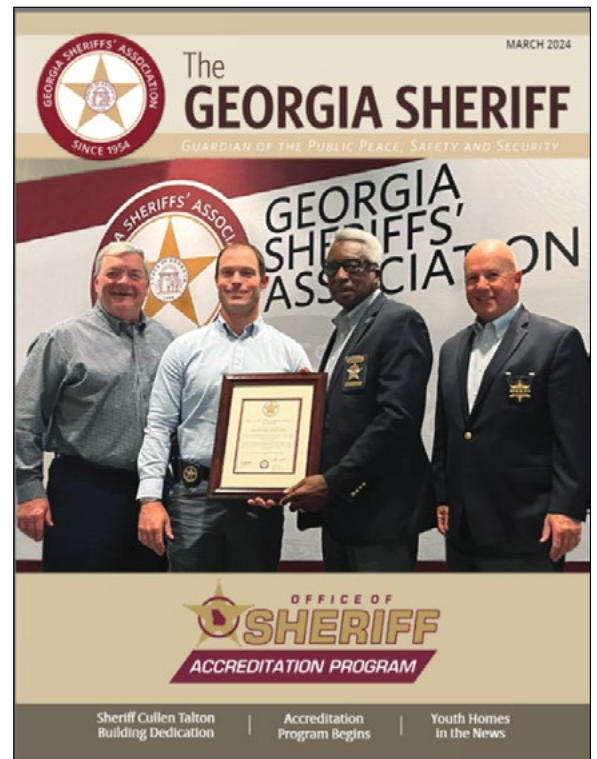
7 GA SHERIFFS' OFFICES EARN NEW CERTIFICATION

A new accreditation program, offered by the Georgia Sheriffs' Association, aims to enhance professionalism and reduce liability.

By Natalie Sellers
LGRMS Sr. Law Enforcement Risk Consultant

The Georgia Sheriffs' Association's recently created a new "Office of Sheriff Accreditation Program," a state accreditation program tailored to the unique duties of the sheriff. This accreditation program is a voluntary process designed to allow sheriff's offices of all sizes to achieve the highest standards of professionalism.

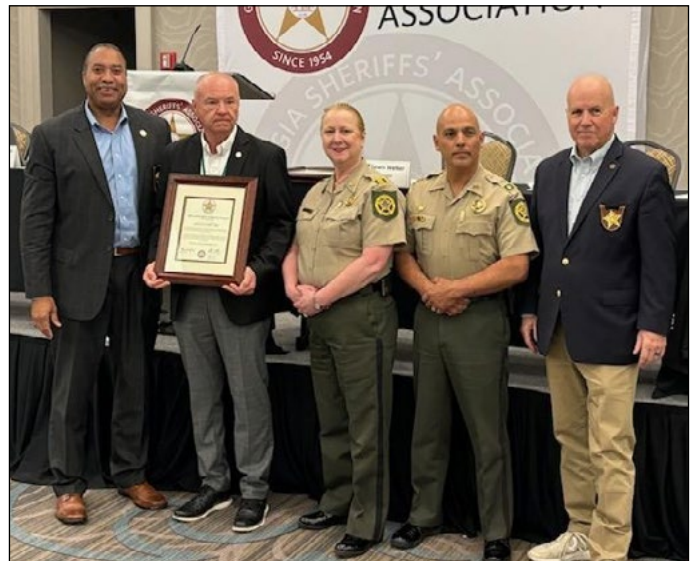
The new program has its roots in the [Georgia Law Enforcement Certification Program](#). In 1990, the Georgia Sheriffs' Association—along with the Georgia Department of Community Affairs, the Georgia Peace Officer Standards and Training Council, the Georgia Association of Chiefs of Police, the Georgia Municipal Association and the Association County Commissioners of Georgia—discussed an interest in developing a set of voluntary, model management, operational and service level standards for Georgia law enforcement agencies. After several years of program development, the Georgia Law Enforcement Certification Program was created. The Georgia Association of Chiefs of Police (GACP) oversees and maintains the program.



Glascok County Sheriff Jeremy Kelly was the first sheriff to complete OSAP, as pictured here on the cover of *The Georgia Sheriff* magazine in March 2024. Seven Georgia sheriff's offices have attained OSAP certification, to date.



Banks County Sheriff Carlton Speed, third from left, and staff receive OSAP certification from Georgia Sheriffs' Association President Sherriff Lewis Walker, left, and Executive Director Terry Norris, right.



Sheriff Billy Hancock receives OSAP certification with members of the Crisp County Sheriff's Office.



Effingham County Sheriff Jimmy McDuffie



White County Sheriff Rick Kelly

Since the creation of the GACP State Certification Program, several sheriffs approached the Georgia Sheriffs' Association to create a "Sheriff's Office Certification." The vision was a certification that would mirror some of the same standards in the Georgia Law Enforcement Certification; however, in addition to the law enforcement functions, the Office of Sheriff Accreditation Program (OSAP) incorporates many of the mandated duties that are unique to the office of sheriff, such as jail operations, court security, civil process, sex offender registration and countless other mandates. The accreditation program for sheriffs' offices assesses best-

practice standards to meet the specific duties according to the constitution, Georgia statutes and case law.

The formal accreditation program aims to enhance professionalism and reduce liability in areas specific to the office of sheriff through accreditation standards and publicly recognizing achievement. This new certificate, once earned, provides a solid foundation of standards that will significantly improve the overall performance within the sheriff's office. The certification represents a substantial achievement professionally for the office and personally for the sheriff's staff.

OSAP is being implemented in phases. The application process includes a self-assessment tool submitted by the office, supporting documentation and an independent review by sheriff's office personnel designated as experts in the specific assessment areas. However, the accreditation status is not permanent. It is renewed periodically to ensure that OSAP standards continue to be met.

Glascok County Sheriff Jeremy Kelly was the first sheriff to complete OSAP, which concluded with the committee's on-site visit to the sheriff's office, courthouse and other facilities. Sheriff Kelly was formally recognized at the 2023 Georgia Sheriffs Association Winter Conference as the first to complete the three-year accreditation program.

Seven counties have received OSAP accreditation: Glascok County, Columbia County, Newton County, Banks County, Crisp County, Dougherty County, Effingham County and White County. Thirty-five other Sheriff's Offices are in the program and working towards accreditation.

For more information regarding the Office of the Sheriff Accreditation Program, reach out to Shelly Daniel at 770-914-1076 or sdaniel@georgiasheriffs.org.



The Office of Sheriff Accreditation Program has been developed by sheriffs for sheriffs. The benefits of this certification will be an exceptional achievement for all sheriff's offices who choose to participate.

Benefits of the Program:

- Requires the sheriff's office to maintain current policies and ongoing training on policies, procedures and responsibilities.
- Potentially reduces lawsuits.
- Potential cost savings on insurance.
- Promotes consistent adherence to law enforcement "best practices" across jurisdictions.

Goals/Objectives:

- Develop Office of Sheriff "best practices" or "achievement" standards.
- Develop modules based on the best practices for individual mandates and additional areas specific to the Office of the Sheriff.
- Develop data collection tools for agency accreditation managers, accreditation assessors and GSA staff.
- Develop internal audit tools to maintain goals and objectives.
- Allow each sheriff's office to conduct a self-assessment of compliance for the initial accreditation phase.

georgiasheriffs.org/accreditation



Coffee break



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

WORD SEARCH

accreditation
challenge
distracted
fentanyl

fire
focus
ion
narcan

office
prevent
sheriff
zone

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

SAFETY THEME

KEEPING OUR MEMBERS SAFE ON THE JOB AND AT HOME

DISTRACTED DRIVING

It's never OK.

Distracted driving is dangerous, claiming 3,308 lives in 2022. The National Highway Traffic Safety Administration leads the national effort to save lives by preventing this dangerous behavior. Get the facts, get involved and help us keep America's roads safe.

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

Georgia is a Hands-Free State

Texting is the most alarming distraction. Sending or reading a text takes your eyes off the road for 5 seconds. At 55 mph, that's like driving the length of an entire football field with your eyes closed.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

Using a cellphone while driving creates enormous potential for deaths and injuries on U.S. roads. In 2022, 3,308 people killed in motor vehicle crashes involving distracted drivers is a staggering number, particularly when most of those could have been prevented.



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



[WATCH NOW](#)

Instead:

If you really need to make or take that call, pull over to a safe place and do it there. Preset your entertainment, adjust your mirrors and set your navigator before you start driving. Think about where you are going and have a plan to get there without distractions. Remember, even if you are safe and staying focused on driving, what about the other drivers? Chances are many of the other drivers are doing something that distracts them from being safe. You not only have to drive for yourself, but drive for what other drivers are doing too.



SHARE

SAFETY HEALTH AND RISK E-CONNECT NEWSLETTER

APRIL 2025

ISSUE #43

READ ONLINE



DON'T DRIVE DISTRACTED.



LOCAL GOVERNMENT RISK MANAGEMENT SERVICES, INC.

A Service Organization of the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA and the GEORGIA MUNICIPAL ASSOCIATION



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

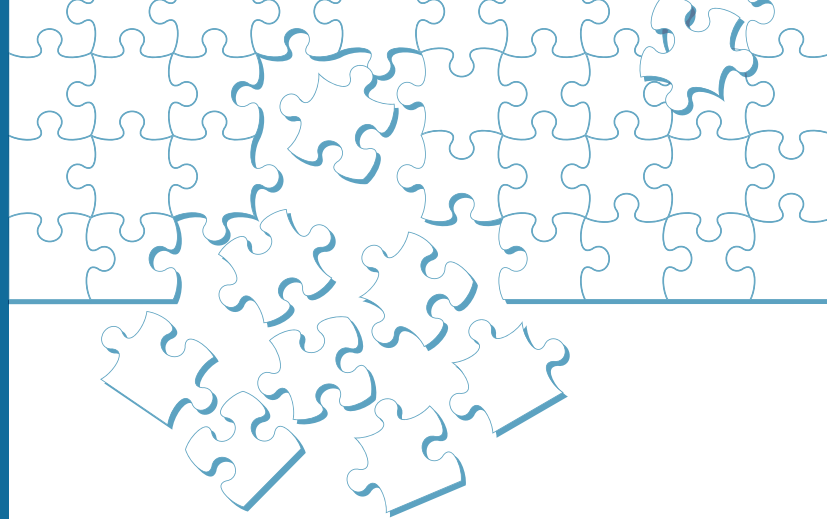
Make copies and post wherever you will get the most impact or email to your departments.

Theme Page

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

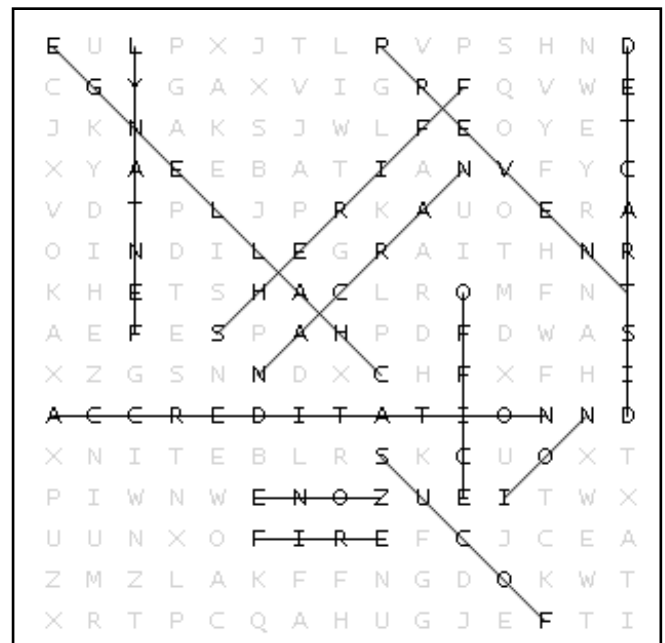
Safety Meeting Agenda

- 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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