



ARE YOU READY FOR DISASTER?

*Severe weather planning resources to
help you prepare at home and work.*

SIGNS REDUCE RISK

See how Oconee County
Library System prevents
slips, trips, falls. - p. 6

BE READY

Hurricane planning
resources for your local
government. - p. 12

LIABILITY BEAT

Employment law
changes that are
making waves. - p. 7

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How to Reach Us

Cover photo: An EF-4 tornado left devastation in Newnan in March 2021. Photo courtesy City of Newnan.

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

Advanced Workers' Compensation

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

July 16 - Gainesville, GA

Aug. 6 - Cartersville, GA

Contracts for Local Governments

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

June 27 - Macon, GA

July 11 - Statesboro, GA

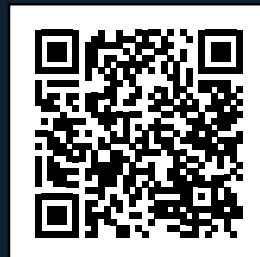
July 23 - Tifton, GA

Aug. 8 - Cartersville, GA

Aug. 20 - Gainesville, GA

Events subject to change. Check website for updates.

lgrms.com/training-event-calendar





A NOTE FROM THE EDITOR



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

Welcome to the May 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 at www.lgrms.com.

Are we storm ready?

This month, we have a variety of articles focusing on current topics affecting local governments. Workers and worker safety is always our number one focus. As part of that, our focus for workers and our local governments is severe weather safety.

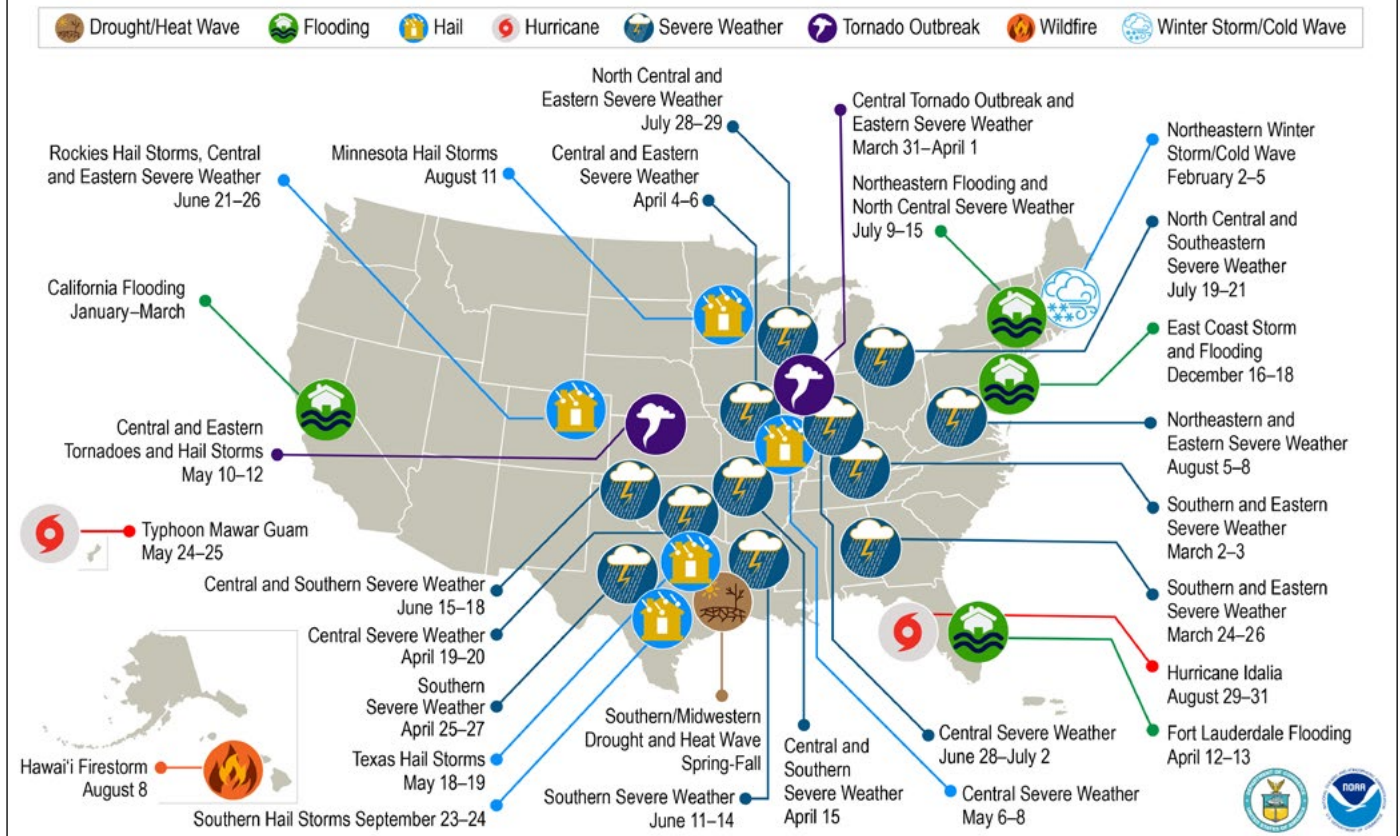
You only have to watch the news to see the severe impact some of these events have on our communities. We have included information from the National Oceanic and Atmospheric Administration (NOAA) which shows some of the cumulative effects and costs of these weather events around the country. It becomes more personal,

of course, if it is your house or your community affected. Here is some information from [the latest climate assessment by NOAA](#):

- April 2024 emerged as a tumultuous beginning to spring, marked by a combination of storms, warmth, and snowfall. This evaluation positions the current year as the fifth-hottest in the nation's 130-year climate history, underscoring the severity of weather events. Notably, the country has already weathered seven billion-dollar disasters in the span of April alone.
- During April 25-28, the nation experienced one of the most significant severe weather outbreaks of the year, resulting in the formation of over 100 tornadoes across the Midwest and Plains regions. The intensity of the storms was unprecedented, with April 26 marking a record-breaking day for tornado warnings issued by the NWS Norman, Oklahoma office, totaling 48 warnings in a single day.
- Alaska, typically known for its rugged terrain and harsh winters, witnessed an unusual event on April 19 – the occurrence of a tornado. This marked only the fifth tornado ever recorded in the state since its statehood in 1959, highlighting the unusual and unpredictable nature of weather patterns in the region.

SHARE Contacts: Dennis Watts, dwatts@lgrms.com or Shamilla Jordan, sjordan@lgrms.com

U.S. 2023 Billion-Dollar Weather and Climate Disasters



In 2023, the United States experienced 28 separate weather or climate disasters that each resulted in at least \$1 billion in damages. NOAA map by NCEI.

- In early April, a powerful snowstorm blanketed regions of New York, Vermont, New Hampshire, and Maine with up to 2 feet of snow. Alongside the heavy snowfall, strong winds wreaked havoc, knocking out power to hundreds of thousands of residents across the Northeast.

As we continue to navigate the complexities of climate change, staying informed and prepared for extreme weather events remains paramount in ensuring the safety and resilience of our communities.

Also in this issue

On our personnel side we have provided an update on four changes in employment law from the Law Firm of Elarbee Thompson Sapp & Wilson. They discuss the impact of a Federal Trade Commission ban on Non-Compete Agreements (rarely affects local governments), EEOC adoption of Expansive Regulations for the

Pregnant Workers Fairness Act, New Department of Labor Overtime rules, and the Supreme Court Expands Discrimination Protections under Title VII. In all these cases Local Governments should seek legal advice to assess specific requirements and actions (if any) such as training, policy review, or other.

We have some great training opportunities over the next few months, such as Advanced Worker's Comp and Contracts for Local Government. Check out our website and training calendar for dates and registration.

From the staff of Local Government Risk Management Services, we wish you all a great spring. For questions or issues on training, or any other services provided by LGRMS, contact Shamilla Jordan at sjordan@lgrms.com.

Be safe.

Dennis

INCIDENT INVESTIGATION SERIES

Interim vs. Long-term Controls



DIRECTOR'S CORNER

By Dan Beck, LGRMS Director

Continuing my efforts to discuss the elements of a best practice incident investigation program, today's article will focus on interim versus long-term controls.

Once we have identified the root cause(s) of the incident, that we discussed in a few articles back, we need to brainstorm actions that will work to address those controllable risks.

What are controllable risks? As you would expect, controllable risks are risks that can be controlled. For example, if you are investigating a property damage incident that was the result of a hurricane, you might identify the hurricane as one of the root causes. However, you cannot prevent the hurricane—it is not controllable. Thus, to focus on that cause would be a waste of resources. Focus instead on items that you can control, like building standards or hurricane preparedness.

The next step is to use the Hierarchy of Controls that we discussed in the [previous article](#) to determine the appropriate level of control for the risk. Sometimes, you will have a root cause that requires elimination, substitution, or engineering controls, but you don't have the time or resources to implement those controls immediately. In this case, you will need to identify the appropriate interim controls until you can implement the final solution.

For example, imagine that you have an incident where an employee fell into a pit that had no railing system around it. Ideally you would shut it down until you could put up the railing system; but let's say shutting down that area would impact the entire operation to a point that was unacceptable. You will need to look at a multi-level administrative control. You might put up temporary barriers: develop a policy that restricts access to the area, require a full-time spotter, and train everyone on those changes.

Administrative interim controls may sufficiently control a hazard, but remember that we are all humans, and human nature eventually takes over. Eventually the employees in the organization will start to forget about the incident and the hazard it presents. They will start to take short cuts, question the need for a spotter, and say, "Why do we need to waste time on this procedure?" Thus, as the safety and risk professional, you will need to develop a cross-check audit system until the permanent solution is in place.

A cross-check or audit system may be a daily, weekly, or monthly inspection or document review by an employee who works outside of the department. This will ensure that you have outside eyes confirming your plans are still in place. This is actually a great way to build your inspection template, as well.

Contact: Dan Beck, dbeck@lgrms.com

NOTES *from the* ROAD

SHINING A SPOTLIGHT ON OUR MEMBERS



Reducing Slips, Trips & Falls

Oconee Regional Library System takes steps to reduce slips, trips, and falls, which is crucial for ensuring the safety of patrons and staff.

By Vincent Scott
LGRMS Risk Control Consultant

Slips, trips, and falls in public places can have significant financial implications for both individuals and organizations. The costs associated with these incidents can vary depending on factors such as the severity of injuries, liability and legal expenses. Beverly Brown, executive director of the Oconee Regional Library System, has implemented some preventive measures to minimize the risk of these incidents.

During the library's regular staff development training, Brown asked LGRMS to conduct a training course on the importance of facility inspections to prevent slips, trips and falls. Participants learned that conducting regular inspections of the library premises helps to identify and address any maintenance issues, such as loose handrails or uneven flooring, that could contribute to accidents. Keeping aisles and walkways clear of obstacles, such as loose cables, furniture or equipment, helps prevent tripping hazards. The library staff uses non-slip mats or adhesives to secure carpets and rugs to the floor, preventing them from shifting or bunching up. Finally, the display signs are placed throughout the library, reminding patrons to watch their step and be aware of potential hazards.

Overall, the costs associated with slips, trips and falls in public places can be significant. It is important to implement preventive measures to minimize the risk of these incidents and their financial impact, as well as create a safer environment for patrons and staff.



Beverly Brown of the Oconee Regional Library System invited LGRMS to train her staff on "Slips, Trips, and Falls." The training is offered in-person and via the Local Gov U web-based training platform. Please contact your Risk Control Consultant to identify what works best for your organization.

LIABILITY BEAT

HELPING CITIES AND COUNTIES REDUCE PROPERTY AND LIABILITY RISK

Transformational Changes in Employment Law

By Elarbee Thompson Sapp & Wilson LLP
Labor, Employment, and Complex Litigation Specialists

FTC Bans Most Non-Compete Agreements

On April 23, 2024, the FTC announced a comprehensive, nationwide ban on non-compete agreements. Litigation has already been filed by various business interests, and that litigation is expected to interrupt the FTC's anticipated timeline for rollout of the ban. If a court does not issue a nationwide injunction, the FTC's ban on non-compete agreements will likely go into effect in the second half of August 2024 (the exact date will be 120 days after the FTC's regulation effectuating the ban is published in the Federal Register).

From a big picture perspective, the FTC's regulation will operate as follows:

Existing non-compete agreements for workers other than "Senior Executives" will not be enforceable as of the effective date of the rule, and new non-compete agreements are prohibited for the vast majority of employees, including "Senior Executives." "Senior Executive" is very narrowly defined; determining who will qualify as a "Senior Executive" is a fact intensive exercise which employers should immediately begin to assess.

Existing non-compete agreements for bona fide "Senior Executives" may still be enforceable under the regulation.

Employers must provide notice to all employees other than Senior Executives, prior to the effective date of the regulation, stating, among other things, that their non-compete agreements will not and cannot be enforced. The FTC has provided model language for this notice that can be tailored for the employer's unique circumstances.

There are a handful of categories of employees not covered by the FTC's ban on non-compete agreements, which include employees of certain non-profit organizations as well as individuals who enter into non-compete agreements in connection with the sale of a business.

Next Steps:

- The FTC ban on non-compete agreements is certain to face vigorous and hard-fought legal challenges. Whether there will be a nationwide injunction and whether the ban will ultimately survive these challenges are open questions. Thus, stay in touch with your legal counsel so that you can plan accordingly and avoid penalties for noncompliance.

- Working with your attorneys, consider creative approaches to protecting your company's legitimate business interests. Non-compete agreements are only one of many tools that can be used to protect confidential information, trade secrets, and valuable customer relationships.
- Our firm stands ready to assist clients: (1) in proactively developing a plan to comply with the FTC's regulation should it go into effect, (2) in identifying alternative measures that may be implemented to protect business interests, and (3) by advising on how the ban might impact the competitive environment.

EEOC Adopts Expansive Regulations for the Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth or related conditions, unless it would cause the employer an undue hardship. The EEOC recently issued a final rule to implement the PWFA that takes an expansive view of the law and imposes significant obligations on employers. For example:

Employers may have to suspend a worker's essential job functions for an extended period of time. An individual is "qualified" even if the individual cannot perform the essential functions of their job as long as: (1) the inability is "temporary;" (2) the individual could perform the functions "in the near future" (which means generally 40 weeks in the case of a pregnant employee and could be longer for other conditions); and (3) the inability to perform the essential functions can be reasonably accommodated.

Employers must provide accommodations for a wide range of conditions. The EEOC expansively interprets "related conditions" to include lactation, miscarriage, stillbirth, and having or choosing not to have an abortion.

Employers may have to engage in the interactive process with "third parties" on the employee's behalf. An employee or "representative" can communicate the employee's limitation or request for accommodation. The EEOC rule explicitly requires an employer to engage with an employee's "representative" through the interactive process—even when the representative is an attorney.

The final rule will become effective June 18, 2024. State attorneys general have already filed litigation against the enforcement of the final rule. That litigation could affect the enforcement of the final rule in courts, but the PWFA is already in effect.

Next Steps:

- Display the required PWFA notice, which has been in effect since June 2023.
- Work with counsel to draft or update pregnancy accommodation policies.
- Seek legal advice to assess specific accommodation requests to ensure compliance with the extensive PWFA regulations and guidance.
- Consider retaining legal counsel to handle or assist with the interactive process when the employee's representative is an attorney.

New DOL Overtime Rules

The U.S. Department of Labor (DOL) has announced major changes to minimum wage and overtime exemptions that will go into effect in just two months. First, the minimum salary level for the White-Collar exemptions (for employees in a bona fide executive, administrative, or professional capacity) will increase by 23% in July and another 34% in January 2025, which equates to an increase of over 64% of the current rates.

Currently, the minimum salary for the White-Collar exemption is \$684 per week (\$35,568 annually). Effective July 1, 2024, the minimum salary level will increase to \$844 per week (\$43,888 annually). A mere six months later, on January 1, 2025, the salary level will increase to \$1,128 per week (\$58,656 annually).

In addition to these two increases, the Highly-Compensated Employee exemption (HCE) is also getting an update. Effective, July 1, 2024, the HCE total annual compensation threshold will increase from \$107,432 to \$132,964, increasing again to \$151,164 on January 1, 2025, which is an overall increase of over 40% of the current level.

The salary thresholds will update automatically every three years, beginning on July 1, 2027.

Like the substantial salary threshold increases in 2016, these increases will almost certainly face legal challenges that could delay their implementation.

Next Steps:

- As in 2016, while employers may be tempted to take a wait-and-see approach, given the magnitude of the increases, preliminary steps should be taken to determine the potential impact of these new requirements:
- Promptly identify exempt employee positions earning less than \$43,888 annually to assess the number of hours worked and whether an increase in salary might be more cost-effective.
- If the rule survives immediate legal challenge, conduct a similar audit of exempt employee positions that earn more than \$43,888 but less than \$58,656 annually before the end of the year.
- Because the issue of who is exempt will be in the news and likely the topic of much discussion, conduct a comprehensive pay audit to assess other common pay issues.

Supreme Court Expands Discrimination Protections Under Title VII

The U.S. Supreme Court's recent opinion in *Muldrow v. City of St. Louis* redefines the threshold for proving discrimination in any action that affects the "terms" or "conditions" of employment. In *Muldrow*, a police officer claimed she was discriminated against under Title VII when she was transferred to what she contended was a "less desirable position" even though there was no change in compensation.

The Supreme Court departed from the standard established and followed for years by various courts

of appeals that required a Title VII plaintiff to show an employer's actions resulted in "materially significant harm." Instead, plaintiffs now need only show that the employer's actions resulted in "some harm" – a much lower bar. This departure will likely lead to plaintiffs bringing actionable claims of discrimination by pointing to minor tangible and intangible effects of a personnel action.

The decision is expected to cause turbulence as courts interpret and apply the new ruling to various factual scenarios, which may eventually extend to other federal discrimination statutes.

Next Steps:

- Prior to transferring or taking any other action potentially impacting an employee's terms and conditions of employment, scrutinize the action from their point of view. From their perspective, are the results less desirable even if the pay and benefits are the same.
- Consider whether a job transfer is necessary before moving an employee. Is there another way to achieve the same goal(s)?
- Train HR professionals and managers on identifying and mitigating potential negative effects of transfers or other job changes.
- Seek legal advice to assess specific transfer decisions and potential litigation risks and to stay up to date on further developments and interpretations of the ruling as courts nationwide grapple with its implications.



REGIONAL CONTRACTS TRAINING

FULL DAY | 8:30AM-4:30PM
June 27 - Macon, GA
July 11 - Statesboro, GA
July 23 - Tifton, GA
Aug. 8 - Cartersville, GA
Aug. 20 - Gainesville, GA

REGISTER NOW

LGRMS will be holding a six-hour contracts class for local governments focused on local government contracting, practice pointers, risk transfer, risk mitigation, indemnity, and technical compliance. Formulating, preparing, reviewing and ultimately approving local government-related contracts can involve an often-complex mix of practical considerations, objective-driven criteria, and legal requirements. This course will cover all of that ground with clear, easy-to-understand, and practical advice to aid in preparing meaningful agreements, combined with a significant legal element to assist in ensuring all statutory and case law driven elements are included within your agreements. Register at lgrms.com.

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



LETTER TILES

Unscramble the tiles to reveal a message.
 Each tile is used only once.
 Use spacing, punctuation and common words to find adjacent tiles.
 Some words may be split into two lines.

i	f	t	e	?	c	u	a	g	o	n	e	e	v	a	o	u	l	y
y	o	u	r	e	t	o	w	i	l	e	d	w	h	e				

WORD SEARCH

- | | | |
|-----------|------------|------------|
| battery | flashlight | medication |
| blankets | food | PPE |
| contact | games | radio |
| documents | maps | towels |
| first aid | matches | water |

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

Photo: Library, Kenishrotie, iStock



SAFETY THEME

KEEPING OUR MEMBERS SAFE ON THE JOB AND AT HOME

Don't Forget to Plan FOR SEVERE WEATHER EMERGENCIES

It is imperative that individuals take responsibility and prepare for emergencies in partnership with their local governments.

We need to remember the impact of the last several years of severe weather and the resulting weather-related issues. Thousands have been caught on the roads, or in homes without power, transportation, water, and the other necessities of normal life. If you have ever worried about family members stranded on the road, or frantically worried about the safety of your children or a loved one—you know what I mean.

The entire Gulf and Atlantic coasts have been impacted by severe storms over the last few years. This year also is predicted to have a higher-than-average storm season. However, a recent report rated Georgia as not prepared for emergencies, particularly where children are concerned.

Being prepared is not just a federal, state, or local government function, it is a whole community function. The whole community includes individuals and families, businesses, faith-based and community organizations, nonprofits, schools, media, and all levels of government. For example, schools cannot make proper emergency plans for your children if you as parents do not give them up-to-date contact information. Involving the whole community means letting our citizens become involved in local and national preparedness objectives. It also means that roles and responsibilities are clearly articulated and then communicated to all.

Photo: Tybee Island storm, Digidreamgrafix, iStock

EMERGENCY PLANNING RESOURCES

Here are resources for local governments, businesses and individuals:

- [FEMA 2017 Hurricane How to Prepare](#): This guide from FEMA is designed to help you properly prepare for a hurricane and know how to protect yourself during and after one.
- [Ready Business Hurricane Toolkit](#): These tools help businesses protect employees and customers, and ensure business continuity.
- [Residents Natural Hazards Handbook](#): This handbook provides detailed information on emergency preparedness, evacuation planning, and steps that residents—including those with functional and access needs— can take to protect their life and property.
- [LGRMS Disaster Prep Plan Template](#): Customizable to your organization, this essential planning document defines roles and responsibilities and provides preparations, procedures, and recovery guidelines.
- [LGRMS Hurricane Prep Plan](#): These helpful checklists are specific for LGRMS members.

📍 Your Local Government

HURRICANE PREPAREDNESS CHECKLIST

☁️ 100% chance of storms in the future



This checklist provides a general framework for local government hurricane preparedness. Tailor it to meet the specific needs of your jurisdiction. Collaboration with relevant stakeholders, ongoing training, and continuous improvement are crucial for an effective response to hurricanes and other natural disasters.



Team

Identify key personnel responsible for coordinating and executing emergency response plans.



Plan

Create a detailed emergency response plan that outlines the roles, responsibilities, and actions to be taken by the government before, during, and after a hurricane.



Drills

Ensure that all personnel involved in emergency response are trained on their roles and responsibilities. Conduct drills and exercises to test effectiveness.



Warnings

Implement a reliable and efficient system for monitoring and disseminating hurricane-related information to the public.



Evacuation

Identify and clearly mark evacuation routes, including any special considerations for individuals with disabilities or medical needs.



Partnerships

Establish strong partnerships with neighboring jurisdictions, state emergency management agencies, and nonprofit organizations involved in disaster response.



Communication

Create a comprehensive communication plan that includes strategies for keeping the public informed before, during, and after a hurricane.



Supplies

Maintain a stockpile of essential emergency supplies, including food, water, medical resources, and other necessary items.



Engagement

Educate the public about hurricane preparedness and encourage individuals and businesses to develop their own emergency plans.



Infrastructure

Assess critical infrastructure, such as roads, bridges, and public buildings, for vulnerabilities and implement mitigation measures where necessary.



Recovery

Develop plans and programs to support the recovery and rebuilding process after a hurricane.



Review

Regularly review, evaluate, and update the emergency response plan based on lessons learned from drills, exercises, and real-world events.

(From Ready.gov, Ready Business Hurricane Toolkit, How to Prepare for a Hurricane)

IF DISASTER STRIKES, WILL YOU BE READY?

You can get Ready in three simple steps:



Be Informed About Disasters

Monitor news and weather, and identify the potential threats to your community.

- Be weather aware: have a way to receive alerts at home, at work and on-the-go
- Know appropriate responses to disasters
- Learn emergency plans and evacuation routes for your county and workplace, and ask how your child's school communicates in a crisis



Create an Emergency Plan

Your family may not be together when disaster strikes, so plan in advance.

- How will you contact and reunite with family members, even if you don't have power?
- Where will you go if you need to evacuate?
- Plan for a variety of emergency situations



Build a Ready Kit of Supplies

Include basic items for survival.

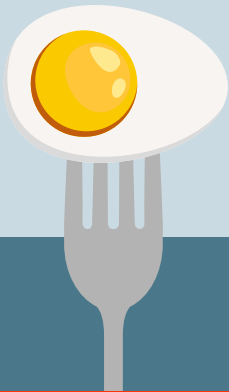
- Three-day supply of non-perishable food and water
- First aid kit, flashlight and batteries
- Emergency charging option for mobile phones and devices
- NOAA weather radio
- Consider seniors, family members with special needs and pets

Visit gema.georgia.gov/plan-prepare/ready-georgia

to create a customized emergency plan and learn more about getting your family Ready.


Ready Georgia





Eat Safe Food after a Power Outage



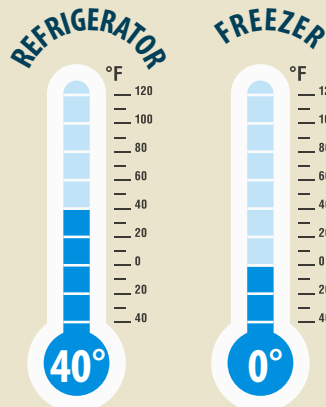
Refrigerated or frozen foods may not be safe to eat after the loss of power. Find out what you can do to keep food safe during a power outage, and when you need to throw away food that could make you sick.

Before

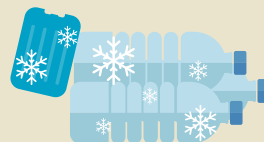
Keep appliance thermometers in your refrigerator and freezer.

The refrigerator should be at 40°F or below.

The freezer should be at 0°F or below.



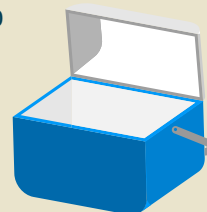
Prepare for emergencies or natural disasters



Freeze containers of water and gel packs to help keep your food at 40°F or below.

Have a cooler handy.

Buy dry ice or block ice to keep food cold in the refrigerator if the power might be out for a long time.



During

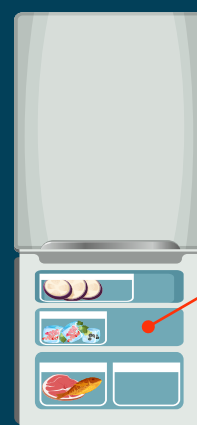
KEEP
Refrigerator
& Freezer Doors
CLOSED



4
Hours
in a
Refrigerator



48
Hours
in a
FULL
Freezer



24
Hours
in a
HALF-FULL
Freezer

After 4 hours without power, put refrigerated perishable foods in a cooler. Add ice or another cold source to keep them at 40°F or below.

After

Never taste food to determine if it is safe to eat. When in doubt, throw it out.

- **Throw out perishable food** in your refrigerator (meat, fish, cut fruits and vegetables, eggs, milk, and leftovers) **after 4 hours without power** or a cold source.
- Throw out any food with an **unusual odor, color, or texture**.
- **Check temperatures of food** kept in coolers or your refrigerator with a cold source. Throw out food above 40°F.
- If you have an appliance thermometer in your freezer, check to see if it is still at 40°F or below.
- You can **safely refreeze or cook** thawed frozen food **that still contains ice crystals** or is at 40°F or below.



www.cdc.gov/foodsafety



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.

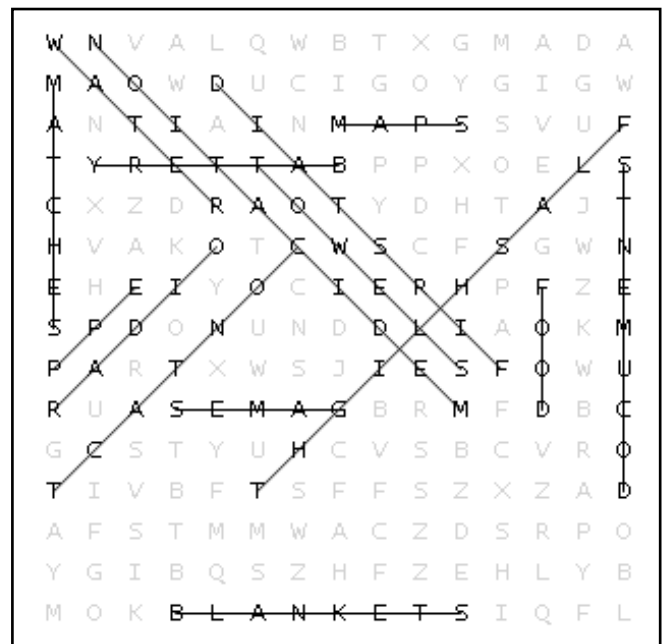
Theme Page

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.

WORD SEARCH ANSWER



LETTER TILES

w	h	e	r	e	w	i	l	l	y	o	u	g	o	i	f	y	o	u
n	e	e	d	t	o	e	v	a	c	u	a	t	e	?				

General Self Inspection Program

Location, Area, or Department: _____ Date: _____

Surveyor: _____

General Evaluation

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

Property/Liability

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

Comments: _____

Housekeeping

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

Comments: _____

Slip/Trip/Fall

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

Comments: _____

General Self Inspection Program

Public Safety

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

Comments: _____

Employee Safety

Safety Meetings

Held in the department.	<input type="checkbox"/>	<input type="checkbox"/>
Meetings held ____ monthly ____ quarterly ____ other _____; documented	<input type="checkbox"/>	<input type="checkbox"/>
Different topic each time.	<input type="checkbox"/>	<input type="checkbox"/>
Covers department safety rules.	<input type="checkbox"/>	<input type="checkbox"/>

Safety Rules

Rules specific for this department.	<input type="checkbox"/>	<input type="checkbox"/>
Rules are written, posted in the department.	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed with new employees.	<input type="checkbox"/>	<input type="checkbox"/>

Work Conditions

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

Proper personal protective equipment available

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

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

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

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

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

Comments: _____

Auto and Equipment

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

Comments: _____

Safety Meeting Attendance Sign Up Sheet

City/County: _____

Date: _____

Department: _____

Topic: _____

Attendees:

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

Next meeting scheduled for _____

Safety Coordinator _____



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LET US KNOW HOW WE CAN HELP YOU.

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