



GETTING BELOW 100

*Five tenets that save officers'
lives every day.*

BUILD YOUR TEAM

World-class models for
safety teams. - p. 4

SAFE VAN TRAVEL

These passenger van guidelines
may surprise you. - p. 6

REFRESH YOUR RULES

Take these steps to get
employee buy-in. - p. 13

CONTENTS

- 3 A Note from the Editor**
Welcome to September SHARE!
- 4 Director's Corner**
Safety Teams: A World Class Model
- 6 Notes from the Road**
15 Passenger Van Best Practices
- 8 Getting Below 100**
Path to Reducing Officer Deaths
- 13 Coffee Break**
Puzzles and Games
- 14 Safety Theme**
Safety Rules that Actually Work
- 18 Forms**
Self-Inspection, Safety Meeting
- 21 Staff Contacts**
How to Reach Us

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

Personnel Liability Training

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

Sept. 26 - Macon, GA

Oct. 1 - Cartersville, GA

Law Enforcement Risk Specialist

FULL DAY | 8:30AM-4:00PM

Sept. 24 - Macon, GA

Sept. 26 - Garden City, GA

Law Enforcement Crisis Communications

WEBINAR | Oct. 2 - 2:00PM-3:00PM

Roles of Law Enforcement, resources needed, leveraging relationships, and more information on crisis management.

[MORE INFORMATION](#)

Elected Official Crisis Communications

WEBINAR | Oct. 17 - 2:00PM-3:00PM

Leadership, supporting resources, being the face of a community, and more information for Officials during a crisis situation.

[MORE INFORMATION](#)

General Crisis Coordinator Training

WEBINAR | Oct. 29 - 2:00PM-3:00PM

Resources, training, certifications, and tools available 24/7 to support you during a crisis.

[MORE INFORMATION](#)

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 September 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, 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 updating and reviewing safety rules. Most local governments have policies; safety rules are geared toward what your workers do every day on the job. By enlisting workers to help create the rules, they are more likely to follow them.

Our focus for law enforcement is on the Below 100 program. LGRMS has incorporated Below 100 in our training offerings since 2013. We are tentatively planning two regional train-the-trainer courses for 2025.

Director Dan Beck wrote an article on safety committees and a model for use. Risk Control Representative Vincent Scott has provided us some information on 15-passenger vans, which are used in many areas of local government.

We at LGRMS have some great training opportunities over the next few months, including Personnel Liability and Law Enforcement Risk Specialist courses. 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 fall. For questions or issues on training, or any other services provided by LGRMS, contact Shamilla Jordan at sjordan@lgrms.com.

Be safe. *Dennis*

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

SAFETY COMMITTEE/TEAMS: A WORLD CLASS MODEL



DIRECTOR'S CORNER

By Dan Beck, LGRMS Director

Each issue of SHARE includes safety meeting forms, information and themes to guide discussion. Let's discuss the purpose of safety committees and teams, common models, and best practices.

What is the purpose of a safety committee/team?

- Distribute ownership – To change the safety/risk management culture of your organization, you need to distribute ownership of the process throughout your organization. Teams are a great way to get others involved.
- Improve employee engagement/ownership – Again, this is a great way to get employees engaged in your process.
- Improve leadership commitment – If the process is designed properly, by measuring department performance in completing activities, leadership will become more committed to your process.
- Improve compliance – Again, if you use your team to delivery, track and measure key performance measures, you will see improvement within those areas.
- Improve risk reduction – If all of the above occur, you will ultimately see an improvement in your risk reduction.

What is the historical model for safety committees?

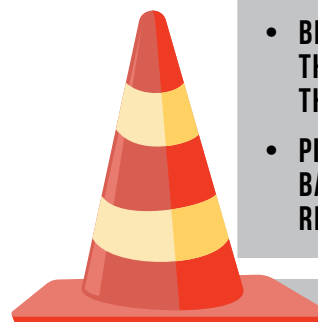
- The team is made up frontline employees from each department.
- The team is led by safety and risk.
- The primary purpose is to report safety concerns or a “complaint session.”
- Typically, there is
 - Some employee engagement but no ownership.
 - No real improvement in leadership commitment.
 - No real improvement compliance.
 - No real improvement in risk reduction.

What does a world class safety team process look like?

There are four basic team categories.

1. Cross-Department Teams
2. High-Loss Trend Teams
3. Compliance Related Teams
4. Central Safety/Executive Safety Teams

Safety Team Process



CAUTION:

- THIS IS A MODEL.
- BETTER TO DO ONE THING WELL THAN MANY THINGS POORLY.
- PICK AND CHOOSE BASED ON NEEDS AND RESOURCES.

1. Cross-Departmental Teams

- **Team Types:** Incident Investigation, Training, Audit/inspections, Emergency Prep
- **Meeting Frequency:** Monthly/ Quarterly
- **Team Members:** Department leaders, supervisors, and frontline employees of all departments
- **Team Lead:** Department leader
- **Agenda:** Training: Training matrix, Planning and Quality, Trainer ID and Quality
- **Central Safety Report:** Cross-Department Scorecard

2. High-Loss Trend Teams

- **Team Types:** Slip Trips and Falls, Ergonomics, Driver Safety
- **Meeting Frequency:** Monthly/ Quarterly
- **Team Members:** Department Leadership, Supervisors, and Frontline Employees of High-loss Departments
- **Team Lead:** Department Leader
- **Agenda:** Ergonomics/Slips Falls, Training Quality, Risk Assessments/Scoring, Prioritization, Project Scheduling
- **Central Safety Report:** Risk Reduction Score

3. Compliance Teams

- **Team Types:** Confined Space, Trenching, Haz-Com, PPE, Electrical Safety, Contractor Safety, LE Policies
- **Meeting Frequency:** Annually or as needed
- **Team Members:** Department Leadership, Supervisors, and Frontline Employees of Effected Departments
- **Team Lead:** Supervisor over this topic
- **Agenda:** Review of Program, Training, Audit/Inspection of all Documentation and Floor Activity
- **Central Safety Report:** Program Compliance Score

4. Central Safety/Executive Safety Teams

- **Meeting Frequency:** Quarterly
- **Team Members:** Leaders of Functional and Department Teams
- **Team Lead:** Organizational Leader (S&RM agenda/coordination)
- **Agenda:** Each functional and department team reports status of plan.

Contact: Dan Beck, dbeck@lgrms.com

NOTES *from the* ROAD

BEST PRACTICES FOR SAFE TRAVELS

Local Government 15-Passenger Van Best Practices

Operating a 15-passenger van for local governments in Georgia requires adherence to several safety and operational guidelines to ensure the safety of passengers and compliance with state regulations. In Georgia, the standards for drivers of 15-passenger vans primarily hinge on whether the van is used for commercial purposes or non-commercial purposes.

- Local governments may require a criminal background check and a clean driving record before a driver can be assigned.
- Drivers should have experience operating larger vehicles, particularly 15-passenger vans.
- Completion of a defensive driving course or specific training on 15-passenger van operation is recommended. Training should cover handling, blind spots, and emergency procedures.
- Conduct a thorough inspection before each trip, including tire pressure, brakes, lights, fluid levels and seatbelts.
- Ensure the van is equipped with necessary safety equipment, such as a first aid kit, fire extinguisher, and reflective triangles.
- Do not exceed the maximum number of passengers the van is rated for, which is typically 15 including the driver.
- Follow a routine maintenance schedule as

recommended by the vehicle manufacturer, including frequent checks on tires, brakes, and steering systems. Maintain records of all inspections, repairs, and maintenance performed on the van. If the van breaks down, safely move the vehicle off the road, activate hazard lights, and place reflective triangles or other warning devices as needed.

- Be cautious in inclement weather, as larger vehicles can be more difficult to control. In the event of an accident, follow local government protocols for reporting and responding to the incident.

These guidelines help ensure the safety and compliance of 15-passenger van operations within local government settings in Georgia. Regular training and updates on best practices are essential to maintaining a high standard of safety. Please see the vehicle inspection checklist on the following page, and check out this month's Safety Poster for additional guidance.



By Vincent Scott
LGRMS Risk Control Consultant

15 Passenger Van Pre-trip Safety Checklist

		/ /
Driver	Vehicle / License #	Date

Checking the Van Exterior

Walk around the exterior of the van:

- ☐ No fluid leaks beneath the van are visible
- ☐ Van sits level with no sign of uneven loading
- ☐ All exterior lights/signal turns operate correctly
- ☐ Windshield, windows, and exterior mirrors are all clean and free of obstruction
- ☐ Windshield wipers in good condition and there is adequate wiper fluid in vehicle
- ☐ Tread depth is more than 1/16 inch
- ☐ Tire pressure is adequate and in accordance to the vehicle's information placard found on the driver's door frame

Required tire pressure for this van is:

Front _____ Rear _____

Recorded tire pressure:

Left Side Tires

Right Side Tires

Front : _____ Front: _____

Rear: _____ Rear: _____

Checking the Van Interior

Inspect the front passenger seat:

- ☐ Front seat area, dash, and floor are clear of clipboards, papers, trash, etc.
- ☐ Interior lighting is operational
- ☐ Seats are secure and in good condition
- ☐ Seatbelts and webbing are free from tears/damage
- ☐ Safety restraints are accessible and available for each passenger

Sit in the driver's seat and check that the following items are operating correctly:

- ☐ Horn
- ☐ Windshield wipers and washer
- ☐ Backup alarm (if equipped)
- ☐ All indicator lights and gauges
- ☐ Side and rear view mirrors are properly adjusted

Make sure the driver's seat is properly adjusted:

- ☐ Floor pedals can be reached
- ☐ Steering wheel is properly adjusted
- ☐ Other controls are in comfortable reach, without straining
- ☐ Movement is not restricted

Final Check

- ☐ Make sure all passengers are buckled
- ☐ Adjust the steering wheel so that it is at least 10 inches from the chest in the event the airbag is deployed
- ☐ Put on your seatbelt
- ☐ Lock the doors

Always use seatbelts, obey all traffic laws, and arrive safely.



SI-12-413

©2012 Selective Insurance Company of America. All rights reserved.

(12/12)



LAW ENFORCEMENT MATTERS

REDUCING RISK FOR PUBLIC SAFETY AGENCIES

Getting Below 100:

A Common-Sense Path Toward Reducing Officer Deaths

Original Article By Kevin Howarth

(This is a reprint of an LGRMS Article from 2018 with updated content.)

Someone who doesn't spend every day on the front lines of police work may think that most line-of-duty deaths occur from gunfire and battling criminals. Of course, many tragic, unexpected and unpreventable deaths do occur each year. But the biggest tragedy is that many police officer deaths are completely preventable.

Not since 1944 have police officer deaths in the United States dropped below 100. After a high of 284 deaths in 1974, police officer deaths have lowered to an average of about 150 each year through advancements in training, technology, and best practices. But no amount of awareness, creativity, or technological innovation can force a police officer to buckle up or lessen speed.

For the non-profit organization Below 100, more than 100 deaths per year is not acceptable. Volunteers throughout the nation, including current and former police officers, have made it their mission to prevent these deaths.

The Origins and Tenets of Below 100

During a dinner conversation in 2010 among several police officers and contributors to "Law Officer Magazine," Major Travis Yates of the Tulsa, Okla. Police Department said, "If we would just slow down, wear our seatbelts and clear intersections, we could get our line of duty deaths to below 100 a year." This statement ended up forming the core vision and mission of Below 100.

Built around five tenets, Below 100 focuses all its attention on a few simple reminders that can lower many preventable law enforcement deaths.

1. Wear a seatbelt.
2. Wear body armor.
3. Watch your speed.
4. Focus on "What's important now" (WIN).
5. Lessen overall complacency.



Because Below 100 is comprised of police officer volunteers, they empathize with the daily grind. Like anyone at any job, officers can get caught up in day-to-day tasks and forget or dismiss simple best practices. However, unlike a typical office job, forgetting the simple things in law enforcement can mean the difference between life and death.

Below 100 strategically uses “Train-the-Trainer” presentations given to a few volunteers who go back to their police departments and local areas to help spread the word. This methodology has allowed Below 100 to present hundreds of classes to thousands of officers in just a few years



Photo: Gwinnett County Police, billtster - stock.adobe.com

And while Below 100 is a national organization with supporting partners, it has taken special root in Georgia with the help of Local Government Risk Management Services (LGRMS), a service organization of the Association County Commissioners of Georgia (ACCG) and the Georgia Municipal Association (GMA).

LGRMS and the Growth of Below 100 in Georgia

Natalie Sellers first became involved with Below 100 toward the end of her 15-year career as a parole officer. Now working in the field of loss control with LGRMS, Sellers said, “I was working in law enforcement and a friend of mine suggested I tag along for a Below 100 training class. After the class, I was hooked.” Sellers participated in a Train-the-Trainer session and became an instructor of the program that day. “I could not wait to teach my first class,” she said.

With LGRMS’s mission of serving cities and counties, it made sense to introduce Below 100 to Executive Director Dan Beck. “In 2013, when I began with LGRMS, I suggested that Dan hear the Below 100 pitch,” Sellers said. “He and I met with City of Alpharetta Police Captain Dennis Valone, who was also Chairman of Below 100, and that began our journey. Dan supported the program wholeheartedly, and Dennis Valone and I started brainstorming ways we could work together to promote the program in Georgia.”

To build awareness and introduce the program, LGRMS held its first ever Below 100 Day in Georgia that included four different Train-the-Trainer classes spread across four different regions of the state. After training 110 new Below 100 instructors, those instructors then went back to deliver the course to their departments and surrounding agencies. LGRMS also trained its three public safety risk consultants to be trainers of the program, and they started teaching the class to departments all over the state (even incorporating the Five Tenets of Below 100 into their simulator training).

In April 2018, LGRMS held the Below 100 Best Practice Symposium in Cartersville, Ga.—only the second such symposium in the nation. Over the two days, LGRMS and Below 100 trained about 80 law enforcement leaders and command staff from Georgia and across the nation, including Puerto Rico. Gordon Graham (risk management expert and founder of Lexipol), Under sheriff Rob Beidler from Snohomish, Wash., and Chief Jeff Smythe of the Burlington, N.C. Police Department all shared Below 100 best practices with the group.

As National Law Enforcement Officers Memorial Fund (NLEOMF) Safety Award winners, Beidler and Smythe emphasized that Below 100 is not just contained in a four-hour training class. Beyond the class, the possibilities of implementing the Five Tenets are endless when it comes to managing a police department.

Below 100's Benefits to Cities and Counties

Small actions taken by individual police officers can contribute to an overall decrease in deaths and serious injuries. And leaders can be inspired by Below 100 to further a culture of safety that lowers liability costs. Some of the key benefits from participating in Below 100 and practicing its tenets include:

Saving lives

It's a massive understatement to say that the mental anguish involved in burying an employee or coworker can take a heavy, heavy toll on everyone in the community. The grieving ripples through the department they served, the family who loves them, and the community they worked so hard to protect. With Below 100, law enforcement learns best practices that not only keep police officers safe and free from injury but also increases the chances they will go home to their families every night.

Reducing law enforcement shortages

The Below 100 best practices not only prevent deaths. They also prevent injuries—especially injuries that will disable a police officer temporarily or permanently. According to Sellers, “Departments benefit by the reduction in preventable injuries. In times of significant manpower shortage, departments with officers who regularly put on their seatbelts, wear their body armor, and speed less have less people out with injuries.

LGRMS Law Enforcement Risk Consultant David Trotter became a trainer when we held the first train the trainer courses in 2013. Trotter thinks BELOW 100 is an essential training for all law enforcement and should be required by sheriffs and chiefs on an annual basis. The course is a reminder that law enforcement officers and deputies should operate safely and constantly strive to survive the shift and make it home to their loved ones.

“Of all the 5 core tenets, ‘complacency kills’ is the most impactful. Complacency opens the door to the other 4 tenets. It is far too easy not to wear your seatbelt, not to wear body armor, drive too fast and fail to not have the WIN attitude. Having the mindset to do simple things that are not easy can save your life and career as well as preventing lifelong grief for family, friends and fellow law enforcement officers.

This course is a passion. It is disheartening to see the numbers of LEOs killed in the line of duty each year. I would love to see just once in my career, the number of LEOs killed in the line of duty actually be below 100 in a year. It would be even better to see zero deaths per year.”

Reducing costs

Reducing liability with a reduction of preventable injuries, local governments experience a reduction in claims. That lowers overall costs. “The Below 100 concepts are Risk Management 101,” Sellers said. “The people who developed this training looked at where line of duty deaths happened the most and addressed each leading cause with a way to reduce officers from being killed.”

For example, 40 percent of motor vehicle accidents in law enforcement involve an officer ejected from the vehicle. Wearing a seatbelt would prevent many deaths and injuries in such situations. “Below 100's concepts can be used in any form of government operations,” Sellers said. “Examine the root causes of losses and then address those causes with controls.”

“ This course is a passion. It is disheartening to see the numbers of LEO's killed in the line of duty each year. I would love to see just once in my career, the number of LEO's killed in the line of duty actually be below 100 in a year. It would be even better to see zero deaths per year. ”

—David Trotter, LGRMS Law Enforcement Risk Consultant

According to LGRMS data, motor vehicle incidents and law enforcement operations are the top two areas where counties lose money to claims. A recent article in Georgia's Cities noted, "Across both worker's compensation and property/liability claims, motor vehicle incidents account for 25 percent of losses. Of those losses, 64 percent originate with law enforcement. [...] Within worker's compensation, a high number of law enforcement claims involve altercations, foot pursuit, motor vehicle incidents, slips and falls, and training incidents."

LGRMS Public Safety Risk Consultant Griffin Attaberry is a firm believer in the Below 100 program. "After having worked in law enforcement for 23 years, I have seen too many tragedies that could have been avoided. I lost a coworker in 2008 that was struck by a motorist while directing traffic in front of a school. After joining LGRMS in 2021, I was given the opportunity to deliver the Below 100 class to agencies across the state. I have seen and continue to see how impactful this class can be. I constantly have officers, who say this is some of the best training they have received, and many officers share their own personal 'near misses' or injury stories with me."

Focusing on Below 100's tenets address the heart of many reasons why these expensive claims occur and can help lower liability costs for cities and counties. It says a lot that the people most passionate about Below 100 are the officers themselves—especially the veteran officers of 10, 20, or 30 years on the police force. They've seen it all, and they've likely seen colleagues die from an incident that could have been prevented.

"It is our hope that in presenting Below 100 in the capacity as a trainer for LGRMS, we may play a part in keeping a law enforcement officer safe and alive within the state of Georgia," Sellers said.

The state's law enforcement community are our family, too! All LGRMS Law Enforcement Consultants served as a law enforcement officer either with a sheriff's office or a municipality.

Public Safety Risk Consultant Kate Wasner joined LGRMS in July of 2023 after almost 15 years of Law Enforcement service. "The first time I sat through the class was at a police department when it was being taught by my coworker. I was moved by the class and truly connected with the topics covered. I knew then that I would enjoy

teaching this class, and it quickly became my favorite. It is my top choice to take to agencies across the state, because I can see how impactful it is. The topics that are covered are not only applicable to officers in their duties, but it appeals to the emotional side. At the end of the day, Below 100 is about officers making good decisions while working so they can go home to their families. My number one goal when teaching is to help ensure that happens. So, to me, having Below 100 as part of an agency's training program seems like the most simple solution to the biggest problem.

Where are we today

Today the issues faced by Law enforcement are even more challenging than they were a decade ago. We still have not achieved our goal of Below 100, but aiming for that is just as important now as when the program began. So how do we capitalize on Below 100 as an agency?

Natalie Sellers is still a believer in the five tenets of the Below 100 program but has realized over time that a total approach using good Risk Management practices to prevent line-of-duty deaths is needed.

Hundreds of law enforcement attend training annually, but how many bring the knowledge they attain and incorporate it? How many will institute change upon their return? Not everyone is a leader, but situational leadership dictates that we make an impact or affect change where we can.

Several recent events throughout the Georgia law enforcement community have reminded us that it might be a good time to revisit the Below 100 Tenets and learn how to get the most bang for your buck from this program. Let's explore ways to institute change within your organization using the 5 Tenets.

Some departments teach Below 100 every year at the 20,000-foot level, but at this level, it is only a reminder and not necessarily effective in reducing incidents. Risk management is about prevention! It may be time to look at how much more Below 100 can be used to make “Safety First” and ensure that everyone goes home at the end of their shift the same way they came in.

10,000 Foot Level

Incorporate Below 100 into Field Training to show a commitment to safety. Have FTOs and EVOC instructors attend a Train the Trainer on Below 100 and institute change within the training, onboarding process, and other yearly training. Rather than using the Below 100 videos, insert departmental videos of incidents that bring the message close to home for your officers.

Supervisors can implement the tenets in their monthly reviews to ensure their officers wear seatbelts, watch their speed, whether that chase “Was Important Now”, or if complacency has set in, and have those discussions addressed.

5,000 Foot Level

Command Staff can use the Tenets to change Pursuit policies and procedures. What’s Important now regarding dangerous pursuits rather than the archaic means of “let’s chase them til the wheels fall off!” Ensure Seatbelt policies are enforced so officers wear them.

Institute an Accident Review Board to ensure your agency is examining not only motor vehicle accidents but also near misses and discussing them from a preventative perspective.

Support the five tenets rather than hang a poster on the wall that becomes invisible as time passes. Attend and discuss the five tenets at roll call training to show support and belief in the program and that safety first is essential from the top of the organization to the front line. Only then can the five Tenets begin to change culture.

Positional authority dictates that we embrace the authority of responsibility by being committed to safety. Other areas affecting change may include dispatchers receiving Below-100 training, Fleet maintenance, Risk Managers, Spouses, and City/County officials. So, there is greater engagement in operations areas, and then it becomes organizational culture rather than a training session.

LGRMS is making plans to host two Below 100 Train the Trainer courses tentatively in February 2025. Plans are to host one in Athens, the second in Macon. Keep an eye on the LGRMS training calendar at lgrms.com for dates and times.

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



CRYPTOGRAM PUZZLE

Decode the message. Each letter in the phrase has been replaced with a random letter or number.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
																			19						

T T T ?
 — 2 — 14 — 17 — 19 — — 15 — — 1 — 12 — 20 — 8 — 4 — 19 — 17 — 13 — 19 — — 13 — 8 — 2 —

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

WORD SEARCH

- Armor
 Loss
 Team
 Van
- Compliance
 Seatbelt
 Ten
 Win
- Cross
 Speed
 Transit



SAFETY THEME

KEEPING OUR MEMBERS SAFE ON THE JOB AND AT HOME



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

Create Safety Rules That Actually Work

2025 is just around the corner. This is a great time to slow down a bit and review, update or create new departmental safety rules. Safety rules are different from policies and procedures.

Safety rules are specific items that apply to your department or section only. We might think that our employees know these safe habits; sometimes they do not, so being reminded may keep someone from getting injured.

A good way to revise, update or create your department's safety rules is to get your employees involved in the process. You facilitate the discussion, but ask them to provide the input. This helps them buy into your safety program.

1. During your department safety meeting, ask each of your employees think about the job they do. Ask each one to contribute one or two rules that they think are important. Write them on a dry erase board, butcher paper or something else. After you have about a dozen or so of these, have everyone decide on the 10 or 12 most important rules for your section to focus their safety efforts on for the next year.
2. Once the rules are completed, put a copy where everyone will see it—on the bulletin board or next to the time clock. Give each employee a copy; even laminate a few to post in each work vehicle or workspace.
3. Every couple of months during your safety meeting, talk about these rules. See how folks are doing with them. See if they need to be revised.

Examples of Safety Rules

Example: Sanitation Truck with 3 Workers (one driver and two workers who pick up trash)

Safety Rules for Operations

1. Only ride tailgate when picking up trash on a local street. If it is more than $\frac{1}{4}$ mile to the next destination, employees ride in the cab.
2. Employees only ride tailgate with 3 points of contact minimum.
3. Employees look both ways before stepping off their vehicle and crossing the street.

Tailgate < $\frac{1}{4}$ mile

3 Contact Points

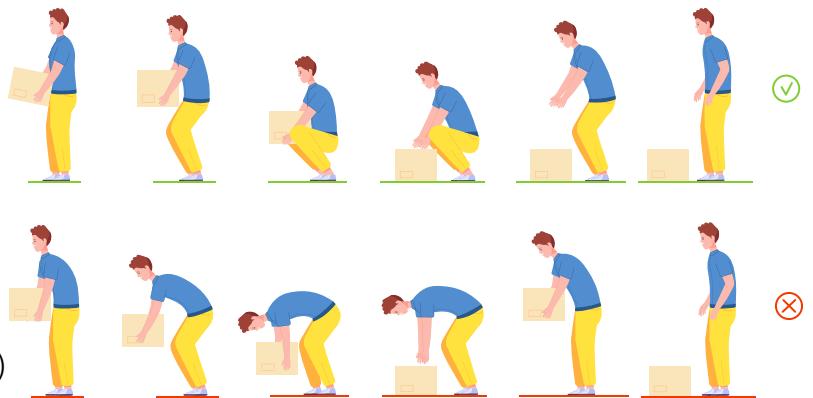
Personal Protective Equipment Rules

1. Gloves are rip or cut resistant. (Protects against broken glass or other sharp objects in trash.)
2. Employees wear protective eyewear. (Protects against windblown dirt or dust, etc.)



Example: Office Administrative Environment

1. All file cabinet drawers must be fully closed when not in use.
2. Space heaters and other electrical devices must be pre-approved before use.
3. Proper lifting procedures for records, boxes, etc. must be followed (training mandatory).
4. Dropped items (paperclips, pens, pencils, etc.) must be picked up as soon as discovered.

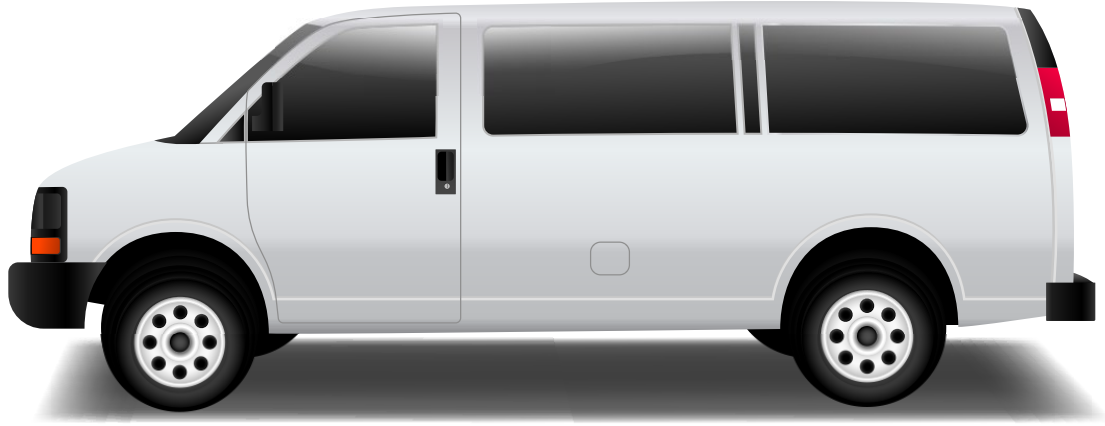


You get the idea. Look at your current rules if you have them. Think about revising or updating them if it has been a while. Create a new list if you don't have rules.

Let's finish this year with a goal of zero injuries. In doing so we set the framework to do the same for 2025.

Be safe!

15-PASSENGER VAN SAFETY



1 TRIP PREPARATION

- **Properly maintain your tires.** Make sure your tires are properly inflated and the tread is not worn down. Worn tires can cause your van to slide sideways on wet or slippery pavement. Improper inflation can cause handling problems and can lead to catastrophic tire failures, such as blowouts. Therefore, check tire pressure and tread wear once a month.
- **Adjust your mirrors** so that you can see the side of your van in your side mirrors and use convex (Bubble) mirrors to increase your field of view.
- **ALWAYS WEAR A SEAT BELT** when operating and riding in a vehicle.
- Eliminate or **minimize distractions** to ensure close attention is paid to driving.
- **Enforce the agency driving policy.** Driver, *YOU'RE IN CHARGE*.

2 KEEP IT ON THE ROAD

- **Drive cautiously on rural roads.** Be particularly cautious on *curved* rural roads and maintain a safe speed to avoid running off the road.
- **Know what to do if your wheels drop off the roadway.** If your wheels drop off the roadway, or pavement, *gradually* reduce speed and steer back onto the roadway when it is safe to do so.

3 HIGHER CENTER OF GRAVITY

- More than 15 people should never be allowed to ride in a 15-passenger van. If possible, limit riders to 9 including the driver with no one on last row. When 9 passengers or less are riding, they should sit in seats that are in front of the rear axle.
- Roof racks should not be used for any type of cargo.
- Drive **BELOW** the posted speed limit for **all turns**. *The posted limit is safe for cars, not vans.*
- Try to avoid steering with sudden or jerky motions

4 VERY LARGE BLIND SPOTS

- Before changing lanes, you should always check blind spots by first leaning forward in your seat to change your sight angle and then by turning your head.
- Avoid backing when possible, such as parking head out. Backing should be done with a spotter.

5 HEAVIER ESPECIALLY WHEN LOADED

- Practice continual scanning of road conditions ahead to allow a controlled response to changing conditions.
- "Aim High" by looking 5 seconds ahead of the car in front.
- Use a 4-second following distance between your van and the rear of the vehicle ahead. This is done by starting to count when you see the rear bumper of the vehicle ahead of you pass a fixed object such as a signpost. Count "one-one thousand, two-one thousand, three-one thousand, four-one thousand". Your van should not reach the fixed object before you reach a count of "four-one thousand". If you do, slow down and increase the distance until you can count to "four-one thousand" before reaching the fixed object.
- Allow more time and distance when pulling into traffic than you would if operating a passenger car. This compensates for the slower acceleration of the passenger van.

6 TALLER AND LONGER

- When exiting a tunnel or being passed by a large truck, grip the steering wheel firmly and be prepared for the van to be pushed by the wind.
- Try to keep the area to the sides of your vehicle clear of other vehicles.
- Check the height of your van before attempting to enter any parking deck to ensure that there is enough room to fit.



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

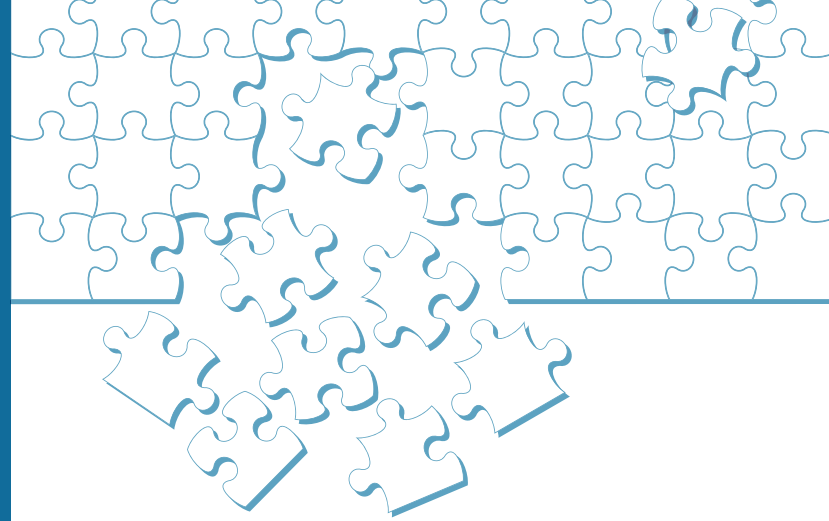
Make copies and post wherever you will get the most impact or email to your departments.

Theme Page

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

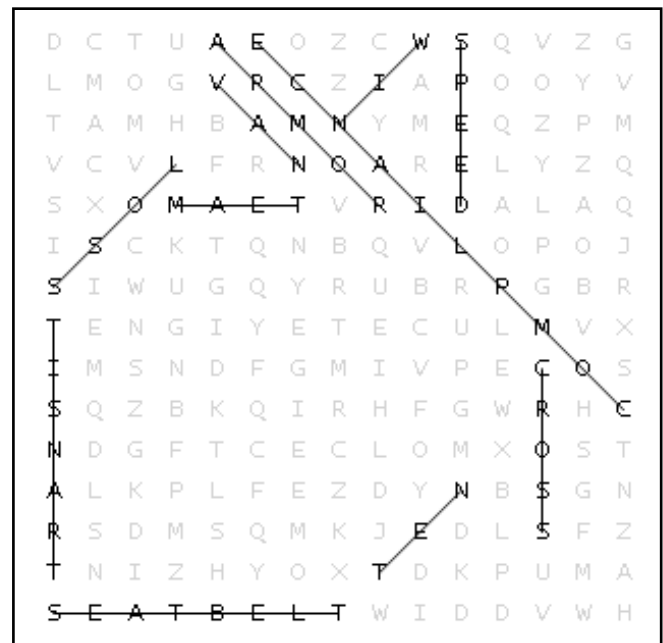
Safety Meeting Agenda

- 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



CRYPTOGRAM PUZZLE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
17	21	9	22	24	7	3	14	1	11	5	25	12	13	8	20	16	4	15

W H A T ' S I M P O R T A N T
2 14 17 19 15 1 12 20 8 4 19 17 13 19

T	U	V	W	X	Y	Z
19	10	23	2	6	26	18

N O W ?
13 8 2

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.

LGRMS HOME OFFICE

Dan Beck

LGRMS Director
dbeck@lgrms.com
O: 678-686-6280
C: 404-558-1874

Shamilla Jordan

Office Manager
sjordan@lgrms.com
O: 678-686-6283
C: 404-623-8055

Kayla Frazier

Administrative Coordinator
kfrazier_teksys@lgrms.com
O: 678-686-6348

LAW ENFORCEMENT RISK CONTROL

Dennis Watts

Training, Communication, and
Public Safety Risk Manager
dwatts@lgrms.com
404-821-3974

Natalie Sellers

Sr. Law Enforcement Risk
Consultant
nsellers@lgrms.com
404-904-0074

David Trotter

Law Enforcement Risk Consultant
dtrotter@lgrms.com
404-295-4979

Griffin Attaberry

Public Safety Risk Consultant
gattaberry@lgrms.com
404-313-8853

Kaitlyn Wasner

Public Safety Risk Consultant
kwasners@lgrms.com
770-686-4782

RISK CONTROL

Steve Shields

Risk Control Manager
sshields@lgrms.com
404-416-3920

Chris Ryan

Sr. Risk Control Representative W.
Region
cryan@lgrms.com
229-942-2241

Vincent Scott

Risk Control Representative E Region
vscott@lgrms.com
404-698-9614

Weston Cox

Risk Control Representative S Region
wcox@lgrms.com
404-520-6646