



## COLUMBIA COUNTY IS ON FIRE

An LGRMS grant ignites interest in employee safety training. - p. 6

### DIRECTOR'S CORNER

Apply the Hierarchy of Controls to incident investigations. - p. 4

### SAFETY THEME

Refresh your team on lawn mower safety. - p. 13

### LIABILITY BEAT

How incident review board findings can increase liability. - p. 8

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Cover photo: Customer Service Representative Brenda Clark extinguishes a fire during an employee safety training in Columbia County.

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

Apr. 23 - Statesboro, GA

May 14 - Macon, GA

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

### **Firefighter Cancer Regional Program**

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

May 7 - Grovetown, GA

May 15 - Watkinsville, GA

### **Law Enforcement Risk Specialist**

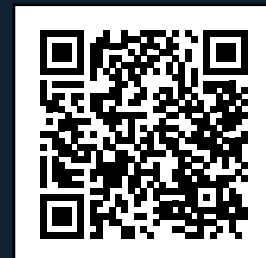
HALF DAY | 8:30AM-12:30PM

Apr. 23 - Rome, GA

Apr. 25 - Athens, GA

Events subject to change. Check website for updates.

[lgrms.com/training-event-calendar](https://lgrms.com/training-event-calendar)





# 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](http://www.lgrms.com)).

## In this issue

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 is mowing safety. The statistics on injuries is alarming, both in the workplace and at home. Particularly injuries to young people should give pause to parents before turning mowing over to their child.

Dan Beck continues his series on Risk Controls by focusing on the “Hierarchy of Controls” when investigating and mitigating accidents. Our law enforcement liability focus is an article on Public Entity Review Board. David Trotter wrote a short article on handcuffing, with some reminders on officer responsibility to follow protocol. Our Law Enforcement Role Call Training is on officer-involved domestic violence.

We at LGRMS have some great training opportunities over the next few months. Firefighter Cancer seminars, Advanced Worker Comp, and Contracts for Local Government, to name a few. 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](mailto:sjordan@lgrms.com) or Cortney Steptor at [csteptor@lgrms.com](mailto:csteptor@lgrms.com).

Be safe.

*Dennis*

**SHARE Contacts:** Dennis Watts, [dwatts@lgrms.com](mailto:dwatts@lgrms.com) or Shamilla Jordan, [sjordan@lgrms.com](mailto:sjordan@lgrms.com)

# INCIDENT INVESTIGATION SERIES

*Applying the Hierarchy of Controls in an Investigation*



## 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 the "Hierarchy of Controls".

Once an incident occurs, it is crucial to delve into its root causes and develop a plan to prevent future occurrences. One valuable framework that aids in this process is the "Hierarchy of Controls." In this article, we'll explore the Hierarchy of Controls and how to effectively use it within incident investigation protocols.

### What is the Hierarchy of Controls?

The Hierarchy of Controls is a systematic approach used to address occupational hazards and risks in the workplace. It provides a structured framework for selecting the most effective control measures to mitigate these hazards. The hierarchy consists of five levels, each standing for a different strategy for hazard control, ranked in order of effectiveness:

- 1. Elimination:** The most effective control measure involves removing the hazard entirely from the workplace. This may entail redesigning processes, substituting hazardous materials with safer alternatives, or eliminating hazardous tasks altogether.
- 2. Substitution:** If elimination is not possible, substitution involves replacing the hazardous

materials, equipment, or processes with less hazardous alternatives. This approach aims to reduce the inherent risks associated with the task or environment.

- 3. Engineering Controls:** Engineering controls involve implementing physical changes to the workplace or equipment to minimize exposure to hazards. Examples include installing barriers, ventilation systems, or automated machinery to create a safer work environment.
- 4. Administrative Controls:** When engineering controls are not sufficient, administrative controls focus on changing work practices or procedures to reduce exposure to hazards. This may include implementing policies, training programs, or scheduling practices to mitigate risks.
- 5. Personal Protective Equipment (PPE):** As the last line of defense, PPE includes protective gear worn by workers to reduce exposure to hazards. While essential for worker safety, PPE is considered the least effective control measure as it relies on individual compliance and may not fully eliminate risks.

Now let's discuss how to apply the Hierarchy of Controls in an incident investigation setting.

# HIERARCHY OF HAZARD CONTROLS

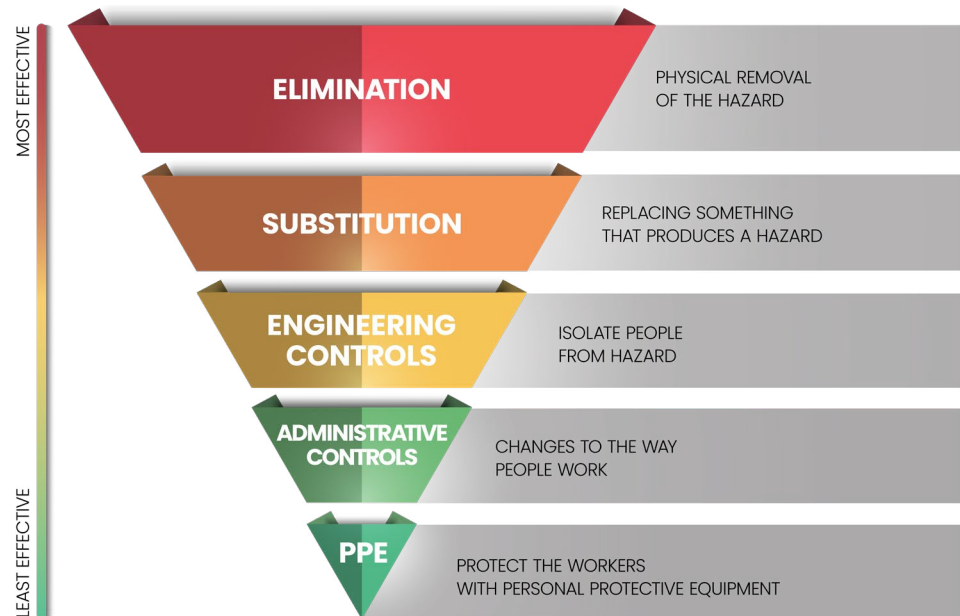


Photo: iStock, Whale Design

## Implementing the Hierarchy of Controls in Incident Investigation

Once an incident occurs and its root causes are found through a comprehensive investigation, the next step is to develop a plan to control these root causes effectively. The Hierarchy of Controls serves as a guiding principle in selecting appropriate control measures based on their effectiveness. Here's how it can be applied:

- 1. Elimination and Substitution:** Aim to eliminate or substitute the root causes whenever possible. This may involve redesigning processes, sourcing safer materials, or reevaluating the necessity of certain tasks to prevent future incidents.
- 2. Engineering Controls:** If elimination or substitution is not possible, prioritize engineering controls to physically isolate workers from hazards or change equipment to reduce risks. Collaborate with engineering teams to implement these changes effectively.
- 3. Administrative Controls:** Implement administrative controls to supplement engineering measures and reinforce safe work practices. This may include implementing procedures, training programs, or scheduling adjustments to minimize exposure to hazards.
- 4. Personal Protective Equipment (PPE):** While PPE is essential for protecting workers, it should be

considered a last resort after exhausting all other control measures. Ensure proper training, fit testing and maintenance of PPE to maximize effectiveness.

## The Grading System of Controls

To provide a clearer understanding of the effectiveness of each control measure, we can apply a school-inspired grading system to the Hierarchy of Controls:

- **Elimination and Substitution:** A+
- **Engineering Controls:** A
- **Administrative Controls:** B
- **Personal Protective Equipment (PPE):** C

This grading system emphasizes the importance of prioritizing controls higher up in the hierarchy for maximum effectiveness in hazard mitigation.

## Conclusion

Incorporating the Hierarchy of Controls into incident investigation protocols is essential for systematically addressing hazards and minimizing risks in the workplace. By prioritizing control measures based on their effectiveness, businesses can create safer work environments, protect workers' well-being, and prevent future incidents. Remember, while all controls have their place, striving for elimination or substitution whenever possible is key to achieving the best occupational safety and health standards.

**Contact:** Dan Beck, [dbecks@lgrms.com](mailto:dbecks@lgrms.com)

# NOTES *from the* ROAD

SHINING A SPOTLIGHT ON OUR MEMBERS

## LGRMS GRANT IGNITES INTEREST IN TRAINING

Employees are lining up for training at the Columbia County Board of Commissioners in Evans, thanks to a grant from LGRMS.

“You awarded us a safety grant last year to purchase PPE or items related to the specific training to encourage attendance. We just held two fire extinguisher training classes and registrations immediately picked up once they heard all attendees would receive a fire extinguisher,” Columbia County Risk Manager Darlene Bartlett told LGRMS.

A total of 26 employees attended the two classes, taught by Columbia County Fire Rescue personnel Lt. Evan Davis and Lt. Jim Parish. The safety grant also funded ResQme emergency escape tools for Defensive Driver training, First Aid Kits for CPR/AED attendees, and a response kit for Stop the Bleed.

“Our employees appreciate receiving these items and many of our training classes now have a waiting list,” Bartlett said.

Local Government Risk Management Services (LGRMS) provides safety grants to help members implement safety measures and reduce risks. These grants are aimed at improving workplace safety, enhancing public safety programs, and reducing liabilities for local government agencies.



Photos: The Columbia County Board of Commissioners used LGRMS grant funding to provide fire extinguisher training and equipment to 26 employees.

### ✕ □ — FIND MORE ONLINE

Learn more about LGRMS safety grants by contacting Shamilla Jordan at [sjordan@lgrms.com](mailto:sjordan@lgrms.com).



[lgrms.com](http://lgrms.com)



# RISK CONNECTION

REDUCING RISK FOR YOU AND YOUR EMPLOYER



BACK TO BASICS:

## Handcuffs

*Handcuffing is a high-frequency, low-risk task, but it has a high probability of liability if proper procedures are not followed.*

By David Trotter  
Law Enforcement Risk Consultant

A common task of law enforcement is the arrest of persons who have committed a crime. One of the tasks associated with arrest is the use of handcuffs. While an officer is trained in the proper use of handcuffs in the police academy, there is often no remedial or “in-service” training in the officer’s career other than repetitious use. It is easy to forget protocol and training, or shortcuts become second nature.

Most agency policies require an officer to check for proper fit and double lock the handcuffs. However, when handcuffing a combative person, it is not always feasible to complete that step right away. Another challenge is the length of time a person is handcuffed. If there are extenuating circumstances where the person is handcuffed and remains at the scene for an extended period, a constant check of the person should be conducted and documented.

Let’s do a quick review of proper procedures that, when followed, will reduce agency and officer risk:

### A REFRESHER ON PROPER HANDCUFFING

- **Check the tightness** of the handcuffs, look for injury or signs of circulation issues to the hands, wrists, and arms.
- Look for **signs of injury**, such as swelling, bruising, cuts, and cyanosis of the skin.
- Ask the person about any **discomfort or pain** associated with handcuffing such as tingling or numbness.
- **Document any abnormalities** and get medical attention for the person as soon as possible.
- Transport to the jail or holding/processing facility and **remove the handcuffs as soon as safely possible** to reduce the likelihood of injury.
- Supervisors should periodically **review policy and procedures** in roll call training to reduce the likelihood of liability.
- Officers should also periodically examine handcuffs to **check for any defects or damage** and to ensure the tool is working properly and in good condition.

# LIABILITY BEAT

HELPING CITIES AND COUNTIES REDUCE PROPERTY AND LIABILITY RISK



By Natalie Sellers  
Sr. Law Enforcement Risk Consultant

Following a public entity injury or property damage event, a review board determines if the internal policies or training of the agency were violated. The board also may decide whether additional training or policy changes could diminish or prevent future occurrences.

Self-critical reviews of policies, training, and employee performance should be encouraged, but if these reviews are misunderstood or misused, they can affect the organization's liability.

When reviewing an employee's performance after an injury or property damage, focus on whether it was due to a violation of policy or training, or whether it resulted from inadequate training or policy. If there's no evidence of a violation, and no sign of inadequate training or policy, then the event was simply unpreventable.

The verbiage used by a review board should be careful not to increase liability unnecessarily. An employee that is "at fault" for violating an internal policy may not be legally responsible for injury or property damage. Here is an example:

## Is your review board increasing or decreasing liability?

*“ In any type of review... findings must be clear that the conclusions only relate to policy and training restrictions and not the overall fault in the event. ”*

Some delivery companies have policies that prohibit employees from taking left-hand turns at intersections but instead require taking a route that allows for all right-hand turns. This reduces the risk associated with crossing oncoming traffic during a left turn. Now suppose a delivery driver is running late and, with a green arrow, takes a left-hand turn and is struck by an oncoming vehicle that ran a red light. A review of the delivery driver's actions would show that the collision was preventable if the driver had followed agency policy. However, clearly the accident was not the delivery driver's fault, because the driver turned on a green arrow. A finding of "at fault" due to the policy or training violation could be interpreted to mean the collision was his fault.



In conducting audits, we sometimes see review boards use the term “at fault” for any violation of policy that occurred during an event where there is injury or property damage. The internal findings of the entity may be discoverable in a lawsuit. If the internal finding determines that the employee was “at fault,” the finding may be misinterpreted to mean that the employee was at fault for the event and not simply in violation of policy or training that may have prevented the event.

In any type of review, whether related to driving, industrial accident, or law enforcement use of force, findings must be clear that the conclusions only relate to policy and training restrictions and not the overall fault in the event. Thus, “preventable under policy provisions” or “preventable under training provisions” makes clear that the scope of review is limited to the internal policy and training provisions of the entity.

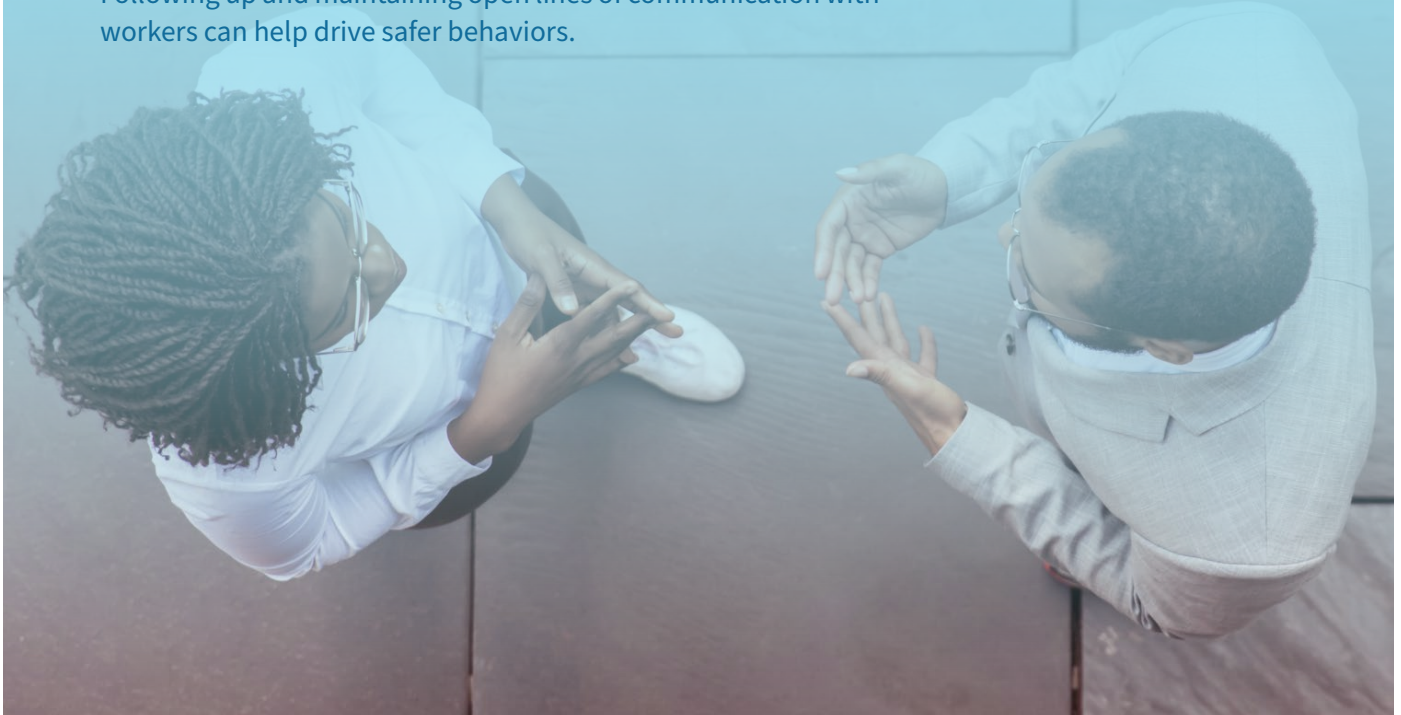
## HOW TO HAVE

# Difficult Conversations

Talking about safety with coworkers may be personally challenging, because it stirs up emotions. However, these conversations are crucial for preventing injuries. Here are a few tips from the National Safety Council for broaching touchy subjects:

- Create time and a safe space for safety discussions.
- Going into the conversation with an open mind and listening can help safety pros better understand the situation and correct any issues.
- Following up and maintaining open lines of communication with workers can help drive safer behaviors.

[READ MORE](#)





# ROLL CALL TRAINING



## ROAD PATROL: OFFICER-INVOLVED DOMESTIC VIOLENCE

**Discussion:** Police officers are part of the community and can be involved in personal matters like domestic issues. Because people know they are police officers, the department needs to make sure these personal issues don't affect the officer's work, compromise agency missions, or cause problems with morale and operations. The department supports officers during these tough times, so they can resolve their personal matters and continue to be effective members of the team without distractions from personal or family concerns.

- Domestic Misconduct: The agency definition may be broader than state law, but it is intended to assure the continuation of positive performance by the involved employee and other employees.
- A domestic relationship involves any employee who is or has been married to the other party, involves any member of the employee's household, who is living or has lived with the other party, has a child with the other party, or is or has engaged in an intimate relationship with the other party.
- Misconduct refers to any physical assault or battery, vandalism, stalking, intimidation, coercion, or criminal act against a party within this form of domestic relationship.

**Scenario:** The wife of an officer who works at a nearby law enforcement agency calls 911 and reports that, during an argument, her husband just committed domestic violence.

**Question:** According to policy, what actions must be taken by the agency in response to this call?

**Answer:**

1. Two uniformed officers and a supervisor must respond to the scene.
2. The supervisor should ensure that all violence has stopped, all parties are safe, and any needed medical treatment is provided.
3. The supervisor should request a domestic violence investigator if the agency has such a resource available.
4. The investigator is responsible for this investigation. The supervisor is responsible for the investigation if no investigator is available.
5. The supervisor should notify Internal Affairs at the earliest opportunity and establish a liaison with the agency at which the officer is employed.
6. The decision to arrest is the responsibility of the supervisor.
7. When probable cause exists, the officer is arrested and processed the same as any civilian.

## JAIL HIGH-RISK CRITICAL TASK: MEDICAL CARE

**Discussion:** An issue that arises when holding prisoners is that of medical attention. While observable injuries are simple to deal with, problems often occur when a prisoner complains of illness. In dealing with 42 U.S.C. sec.1983 actions based on a failure to provide for medical needs, the courts have followed the Eighth Amendment standards governing cruel and unusual punishment in the pre-trial detention setting.

In this type of case, a plaintiff must prove that the jail staff was deliberately indifferent to the prisoner's serious medical needs. While it is difficult for plaintiffs to meet the standard of deliberate indifference, law enforcement agencies should recognize that due process places an affirmative obligation on the agency to protect a person in custody.

Officers, who generally are not trained beyond basic first aid, should err on the side of caution when a prisoner indicates injury or illness. Other than time, officers have nothing to lose by having a prisoner evaluated by medical professionals.

Health care shall be made available to prisoners from the time of admission until they are released from jail. When applicable, referrals will be made to community healthcare agencies upon release. The medical staff's decisions concerning treatment/action shall take precedence except where the security of the jail will be threatened. In those cases, an action plan will be developed by the sheriff and the medical staff which accomplishes the treatment without adversely impacting security. Medical treatment for a serious medical need should not be refused, unreasonably delayed or hindered.

Every prisoner should be screened for current and ongoing health needs. Intake staff must complete a medical health screening form that has been approved by the medical authority.

The intake screening must identify and triage: Serious medical needs; any prescriptions or needed medications; drug and alcohol withdrawal; communicable diseases, acute and chronic conditions requiring immediate attention; dental problems, and the possibility of pregnancy.

**Scenario:** A prisoner arrives at the facility in the custody of a law enforcement agency. During the intake screening and medical evaluation process, the prisoner complains of serious abdominal pain and is hunched over. There are no visible signs of injury.

**Question:** Should the prisoner be accepted?

**Answer:** The booking officer should not admit any seriously injured, seriously ill or unconscious person to the jail until a medical examination has been conducted by a licensed medical professional and the prisoner has been medically cleared for commitment to the jail. Even though there is no visible injury, based on the complaint of serious pain, the prisoner should be evaluated and medically cleared.



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

## WORD SEARCH

- |              |           |              |
|--------------|-----------|--------------|
| controls     | fault     | PPE          |
| cuff         | incident  | review       |
| domestic     | liability | risk         |
| elimination  | mow       | substitution |
| extinguisher | policy    | violation    |



## MATH SQUARES

Fill in the missing numbers  
 The missing values are the whole numbers between 1 and 9.  
 Each number is only used once.  
 Each row is a math equation.  
 Each column is a math equation.  
 Remember that multiplication and division are performed before addition and subtraction.

7	+		-		12
-		÷		+	
	+		-		-1
+		-		-	
	-	5	-		-12
6		-2		2	



Photo: Bob Weston, Columbia County Justice Center in Evans, Ga.

# SAFETY THEME

KEEPING OUR MEMBERS SAFE ON THE JOB AND AT HOME

## NOT A Walk in the Park

*Mowing grass is a necessary function of local government activities and facility maintenance. Grass cutting on rights of way, parks and government facilities are common locations needing mowing. This high-frequency activity can be extremely dangerous if is not performed properly.*

**80,000**

People injured in the U.S. each year in mower-related accidents. Of that total, 6,394 are under the age of 18. About 18% of those injured are bystanders or passengers.

**100**

People in the U.S. killed during mowing accidents each year.

**9%**

Percent of traumatic amputations seen in U.S. emergency rooms that are mower related.

**\$137M**

Annual cost of mower-related injuries in the U.S.—about \$437,000 per injury.

# TIPS FOR LAWN MOWER SAFETY AT WORK AND HOME

## 1. Follow instructions.

Read and follow the instructions in the operator's manual.

## 2. Emphasize training.

All operators should be trained. This goes for standard push mowers most of us are familiar with to the higher tech zero turn mowers, and larger highway deck mowers.

## 3. Protect from debris.

Make sure all guards and shields are in place before starting. These protect not only the operator but the public and adjacent property from flying debris. It is good practice to walk the area to be mowed to clear of debris such as rocks, bottles, and other debris that could be thrown or cause damage to the mower.

## 4. Protect your body.

Use ear and eye protection while operating your equipment. Wear proper clothing. No bare feet or sandals! Always wear sturdy work boots or safety shoes appropriate for the job. Long pants and long sleeves can protect you from the sun, as well as insect pests.

## 5. Protect others.

Keep all persons and animals away from the mowing area. In public places you may have to cordon off an area. Mower blades can pick up an object and throw it a good distance with significant force.

## 6. Handle fuel with care.

Do not fill while mower is running. Wait until it cools before fueling. Always fuel outdoors and wipe up spills.

## 7. Maintain equipment.

Provide good maintenance for your mower. Best practice is operating mowers with a kill switch which stops the mower when you release the control. Clean and safety check after each use. If you are not confident or experienced, let an experienced service provider maintain your mower and sharpen the blades.

## 8. Be responsible.

Do not use a mower to transport other employees. Do not horseplay while operating. Mowers are not racing vehicles or bumper cars.

## 9. Beware of hills.

Do not use on steep slopes. Mower overturns cause serious injury. Mow up and down the slope when operating a riding mower, across slope with push mower to avoid potential of a foot slipping under the mower.

### ✕ □ – FIND MORE ONLINE

Click to read the National Safety Council's 5-Minute Safety Talk on "**Lawn Mowing Essentials**," with best practices for walk-behind and riding mowers.

< [nsc.org](http://nsc.org) >

# SAFETY THEME POSTER

MARCH 2024  
ISSUE #32



## PREVENT INJURY WITH BASIC MOWER SAFETY



Use PPE.



No horseplay.



Handle fuel  
with care.



No steep  
slopes.



Maintain  
your mower.



No people or  
pets nearby.





# 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.

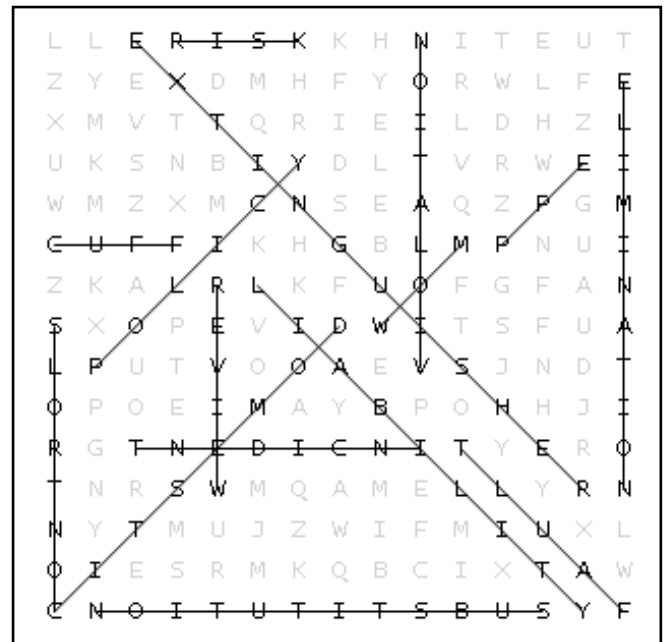
## Theme Page

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



## MATH SQUARES ANSWER

7	+	9	-	4	12
-		÷		+	
2	+	3	-	6	-1
+		-		-	
1	-	5	-	8	-12
6		-2		2	



## General Self Inspection Program

Location, Area, or Department: \_\_\_\_\_ Date: \_\_\_\_\_

Surveyor: \_\_\_\_\_

### General Evaluation

	Needs Action	Needs Improvement	Good	Very Good
<b>A. Property/Liability</b>				
a. Fire protection	_____	_____	_____	_____
b. Housekeeping	_____	_____	_____	_____
c. Slip/trip/fall	_____	_____	_____	_____
d. Public safety	_____	_____	_____	_____
<b>B. Employee Safety</b>				
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: \_\_\_\_\_

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### 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: \_\_\_\_\_

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## *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

## LAW ENFORCEMENT RISK CONTROL

### **Dennis Watts**

Training, Communication, and  
Public Safety Risk Manager  
dwatts@lgrms.com  
404.821.3974

### **David Trotter**

Law Enforcement Risk Consultant  
dtrotter@lgrms.com  
404.295.4979

### **Griffin Attaberry**

Public Safety Risk Consultant  
gattaberry@lgrms.com  
404.313.8853

### **Natalie Sellers**

Sr. Law Enforcement Risk  
Consultant nsellers@lgrms.com  
404.904.0074

### **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