

# SAFETY THEME

LOCAL GOVERNMENT RISK MANAGEMENT SERVICES, INC., – A Service Organization of the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA and the GEORGIA MUNICIPAL ASSOCIATION

The Safety Theme program is designed to help you get an important safety message across to all employees in a simple-to-use format that can be completed each month.

## Monthly Poster Theme

Make copies and post them wherever you will get the most impact.

## Training Calendar

### Fall Protection, Scaffolding, and Ladders Competent Person Training

February 13, 2019

#### Safety Coordinator Module 1

Statesboro	Feb 19 AM
Tifton	Feb 26 AM
Macon	March 6 AM
Cartersville	March 19 AM
Cornelia	March 26 AM

#### Safety Coordinator Module 2

Statesboro	Feb 19 PM
Tifton	Feb 26 PM
Macon	March 6 PM
Cartersville	March 19 PM
Cornelia	March 26 PM

#### Safety Coordinator Module 3

Statesboro	Feb 20 AM
Tifton	Feb 27 AM
Macon	March 7 AM
Cartersville	March 20 AM
Cornelia	March 27 AM

### Safety Theme Article

The article expands on the poster message for the month. Make copies and hand them out to each meeting participant.

### In This Issue:

Participant Sign-In Sheets: Use the sign-in sheet to document your safety training.

#### Suggested Agenda for the Monthly Safety Meeting:

- >>> Assemble the participants.
- >>> Hand out copies of the article and pass around the sign-in sheet.
- >>> Read the Safety Theme aloud.
- >>> Discuss aspects of the theme relevant to the department, with examples. Ask for ideas and encourage participation.



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January 2019

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**The New Year  
is Here**

*Get a  
Jump Start  
on Spring  
Cleaning*

# The New Year is Here

The New Year is here – let’s get a jump on spring cleaning now. Time to inspect our workspaces for good housekeeping. Some of the leading causes of worker injury in local governments are slips, trips, falls, and sprains. Many of these injuries are directly attributable to poor housekeeping in workspaces, vehicles, and jobsites. Keeping these spaces orderly is the first defense against such injuries.

Safety and housekeeping go hand-in-hand. Keeping workspaces and jobsites orderly seems simple, yet disorderly spaces are often overlooked as a cause of worker injury. This is a good time to pull out the General Self-Inspection Form included in every Safety Theme and do an unannounced walk-through inspection of your facilities.

Some items to key in on are:

- Are passageways and halls kept clear?
- Are aisles, hallways, stairwells, and traffic areas kept free of stored materials and old furniture?
- Are your mechanical rooms, utility closets, and heating and ventilation systems clear of dirt, debris, or stored materials?
- Is your shop area clear of old parts and clean, with floor areas free of any possibly entangling drop cords and pneumatic or hydraulic lines?
- Is your parts room organized with a system to track parts used and issued to avoid ordering parts you already have but can’t find?
- Other items as listed on the General Self-Inspection Form.

Good housekeeping habits include the following:

- Keeping floors swept or vacuumed.

- Report damaged or worn items to a supervisor.
- Always clean up any spilled oil, grease, or chemicals before leaving the area.
- Never block exits or fire suppression equipment.
- Put tools and equipment back in their place after using.
- Get rid of that old desk or chair no one wants and follow the storage or destruction guidelines for old documents or records.
- Be a good example for fellow employees! Pick up and put away items you use; don’t walk by that piece of litter or garbage, and report potential hazards when you see them.

A good way to do these inspections is to have your safety committee or departmental safety teams do the walk-through looking for housekeeping or maintenance issues. Do this quarterly or monthly if needed. All employees should be encouraged to report or write up any unsafe condition they cannot immediately correct or do not have the authority to handle.

Every employee has a role and a responsibility in keeping workspaces clean and safe.





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A Service Organization of the Association County Commissioners of Georgia and the Georgia Municipal Association

***This Issue:***

# ***A Clean Start***

