



LGRMS
RISK CONTROL
ACCG | GMA

October 2018

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.

2019 Training Calendar Coming Soon

For the most up-to-date listings,
visit lgrms.com
Click on “Training Calendar”

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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A photograph of a construction worker in a blue shirt and dark shorts working on a dark shingled roof. The worker is leaning over a silver extension ladder that is propped against the roof. Another ladder is visible further up the roof. The background shows trees and a clear sky. The text 'While on a Ladder Never Step Back to Admire Your Work' is overlaid in large, white, outlined letters.

**While on a Ladder
Never Step Back to
Admire Your Work**

Fall Prevention

Falls are one of the leading causes of unintentional injuries in the United States. In 2016 these falls caused 384 workplace deaths (National Safety Council Injury Facts), and account for one third of all non-fatal injuries in the United States. Most people have a friend or relative who has fallen, or maybe you've fallen yourself. Falls are the second-leading cause of unintentional death in homes and communities. The risk of falling, and fall-related problems, rises with age and is a serious issue in homes and communities.

Local governments are not immune to slips trips and falls. These account for a large number of workers compensation claims every year.

Fall Prevention Tips

- Clean up all spills immediately.
- Stay off freshly mopped floors.
- Secure electrical and phone cords out of traffic areas.
- Remove small throw rugs or use non-skid mats to keep them from slipping.
- Keep frequently used items in easily reachable areas.
- Wear shoes with good support and slip-resistant soles.
- Arrange furniture to provide open walking pathways.
- Keep drawers and cabinet doors closed at all times.
- Install handrails on all staircases on both sides.
- Remove tripping hazards (paper, boxes, books, clothes, toys, shoes) from stairs and walkways.
- If you have young children, install gates at the top and bottom of stairs. Unlatch the gate in order to pass – don't climb over it.
- Ensure adequate lighting both indoors and outdoors.
- Remove debris from exterior walkways.

- Adjust gutter downspouts to drive water away from pathways.
- Periodically check the condition of walkways and steps, and repair damages immediately.
- Never stand on a wheeled chair or table, or any other surface on wheels.

Ladder Safety

- Always keep at least *three points of contact* with the ladder – i.e. two hands and one foot or two feet and one hand.
- Place the base on a firm, solid surface.
- A straight or extension ladder should be placed *1 foot away* from the surface it rests against for *every 4 feet of ladder height*.
- When you climb, always face the ladder and grip the rungs, not the side rails.
- Climb down a ladder one rung at a time.
- Do not climb with tools in your hands – use a tool belt.
- Keep your body between the ladder side rails when climbing.
- On a ladder, do not lean or overreach. Reposition the ladder closer to the work instead.
- Tie down a ladder when using it outdoors. Do not use it in windy or inclement weather.

“While on a ladder, never step back to admire your work.” – Author Unknown





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

This Issue:

Fall Prevention & Ladder Safety

