

SHARE

SAFETY HEALTH AND RISK E-CONNECT NEWSLETTER

JANUARY 2026
ISSUE #50



Get ready for **WINTER WEATHER**

Review these handy checklists for inclement weather and facilities management. - p. 11

DEFENSIVE DRIVING

How to create an accident review committee. - p. 6

LOCAL GOV U

Amp up your training in 2026 with these online courses. - p. 7

LAW ENFORCEMENT

Appeals court rules on taser use in traffic stop. - p. 9

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Cover photo by iStock/Sister N Loki, snowfall in northern Georgia, January 2025.

The opinions expressed in this newsletter are those of the authors and do not reflect the views of LGRMS, ACCG, or GMA.



201 Pryor St. SW
Atlanta, GA 30303

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UPCOMING WEBINARS AND TRAINING

Safety Coordinator I & II

FULL DAY | 8:30AM-3:30PM
Feb. 24 - Cartersville, GA [»»](#)
Feb. 25 - Gainesville, GA [»»](#)
Feb. 17 - Tifton, GA [»»](#)
Feb. 18 - Statesboro, GA [»»](#)
March 3 - Macon, GA [»»](#)

Safety Coordinator III & IV

FULL DAY | 8:30AM-3:30PM
Feb. 25 - Cartersville, GA [»»](#)
Feb. 18 - Tifton, GA [»»](#)
Feb. 19 - Statesboro, GA [»»](#)
Feb. 26 - Gainesville, GA [»»](#)
March 4 - Macon, GA [»»](#)

PAST WEBINARS ON YOUTUBE

Ashley Wilson Act & First Responders PTSD Program

Oct. 16, 2025 [»»](#)

Law Enforcement Crisis Communications

Oct. 15, 2025 [»»](#)

Elected Official Crisis Communications

Oct. 7, 2025 [»»](#)

Role of the Certified Swimming Pool & Splash Pad Operator

May 22, 2025 [»»](#)

Responding to a Use of Force Incident

Jan. 24, 2024 [»»](#)

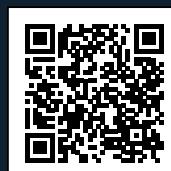
Georgia Open Records Act

Sep. 21, 2023 [»»](#)

Reasonable Suspicion-based Drug Testing

Apr. 25, 2023 [»»](#)

Events subject to change.
Check website for updates.



lgrms.com/training-event-calendar.aspx



A NOTE FROM THE EDITOR

By Dennis Watts
Sr. Manager, Loss Control & Prevention Services



Happy New Year and welcome to the January 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 around the 20th of the month. SHARE has two sections: (1) a general safety and risk, and (2) a worker safety-focused section. We cover topics and issues most relevant to local governments in Georgia. We look forward to your feedback.

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 are repeating our article on the changes for GMA and ACCG loss control in case you missed it last month. Rest assured both associations and the Loss Control and Prevention staff are still here to serve our members.

This month's safety theme is focused on inclement weather preparedness and facility management. Review these best practices with your team to ensure that your employees and their workplaces make it safely through the winter weather.

Vincent Scott offers an overview of training courses available through Local Gov U. These readily accessible classes leave no excuses for slacking on employee education in 2026. Use the handy checklists to plan your training calendars.

Weston Cox examines driver training and the myriad benefits of review committees. These committees can be implemented by large and small organizations to bring continuity to driver training. Ultimately, this reduces claims and saves your organization money.

In Law Enforcement Matters, Scott Batterton breaks down a case involving the use of a taser during a traffic stop. Legal counsel presents the Eleventh Circuit Court of Appeals' decision on the case — a learning opportunity for our law enforcement members.

The next issue of SHARE will be published on or about Feb. 20, 2026. Let us know if there is any particular topics you'd like us to cover. And be sure to share your photos and accomplishments! We'd like this newsletter to showcase the good work our members are doing in communities across Georgia.

Be safe.

Dennis

CONTACT: Dennis Watts, dwatts@lgrms.com



JOINT ANNOUNCEMENT FROM GMA & ACCG

LGRMS TRANSITION INFORMATION

Following a joint announcement from the Georgia Municipal Association (GMA) and the Association County Commissioners Georgia (ACCG) regarding the dissolution of Local Government Risk Management Services (LGRMS), we want to provide additional clarity on how loss control and prevention services will transition and continue to support both city and county pool members who are covered under GIRMA and Irma, and the Workers Compensation coverage programs.

This transition is being conducted collaboratively by GMA and ACCG to ensure continuity of service and ongoing support for local governments across Georgia. As part of the long-term plan, both associations will establish and operate their own internal Loss Control groups designed to meet the specific needs of their respective memberships.

During the transition period, GMA Loss Control will continue providing loss control and prevention services to both GMA and ACCG members. This approach ensures that there is continuity in services while ACCG completes the process of standing up its internal Loss Control Group.

ACCG has already made meaningful progress by establishing its Law Enforcement Risk Group, marking an important milestone in the development of its internal risk management capabilities. GMA and ACCG will continue working closely together throughout this

transition to maintain consistent, high-quality service for all members.

ACCG and GMA members can expect to continue working with many of the same experienced professionals who have supported their safety and risk management efforts over the years. While organizational structures are evolving, the expertise, responsiveness, and commitment to service that members rely on will continue.

We appreciate the dedication of the LGRMS staff whose work helped build a strong foundation for these programs, and we thank our member governments for their continued trust and partnership. Additional updates will be shared as the transition progresses.

For member questions or additional information:

Georgia Municipal Association

Randy Logan, rlogan@gacities.com or 678-686-6253

Cindy Mallett, cmallett@gacities.com

Dennis Watts, dwatts@lgrms.com

Association County Commissioners Georgia

Ashley Abercrombie, aabercrombie@accg.org or 404-589-7828

Dena Stewart, dstewart@accg.org

FREQUENTLY ASKED QUESTIONS

What is happening with LGRMS?

LGRMS is being formally dissolved following a joint decision by GMA and ACCG who made up its governing board. Loss control and prevention services previously delivered through LGRMS are transitioning into the internal operations of each association.

Why are GMA and ACCG making this change?

Bringing loss control services in-house allows both associations to better align these programs with their missions, improve coordination, and provide tailored support to their city and county members.

Will services be interrupted during the transition?

No. There will be no interruption in loss control and prevention services for either city or county members.

Who will provide loss control services during the transition?

GMA Loss Control will continue providing services to both GMA and ACCG members during the transition period. Close coordination with ACCG ensures that both associations members will continue to receive needed Risk and Loss Control Services.

What is the long-term plan for loss control services?

Both GMA and ACCG will operate their own internal Loss Control groups once the transition is complete.

Has ACCG already begun building its internal capacity?

Yes. ACCG has established its Law Enforcement Risk Group, representing a key step toward its full internal Loss Control structure.

Will members still work with the same staff?

Yes. Members will continue working with many of the same experienced professionals who have supported their safety and risk management efforts.

How long will the transition take?

The transition is expected to continue into 2026, with updates shared as milestones are reached.

Who should members contact with questions?

- Georgia Municipal Association, Randy Logan at rlogan@gacities.com or 678-686-6253
- Association County Commissioners Georgia, Ashley Abercrombie at aabercrombie@accg.org

NOTES from the ROAD

BEST PRACTICES FOR SAFE TRAVELS

Defensive Driver Training, Motor Vehicle Criteria and Accident Review Committees

By Weston Cox
LGRMS Risk Control Consultant

Municipalities face unique risks when employees operate city-owned vehicles. To start the new year on a good note, the loss control team recommends forming an internal driver training program to track employee driving operations.

LGRMS offers supplemental on-site defensive driver training for members. However, depending on the size of your entity and the frequency of accidents, it may be valuable to have your appointed safety coordinator become a certified defensive driving instructor. This allows your organization the flexibility to schedule on-site training for employees at any time while managing the overall process in-house.

This training should be provided primarily for new drivers assigned to operate municipal vehicles and equipment, as well as drivers who have been involved in recent preventable accidents. Early and targeted training helps ensure that employees understand safe driving principles, municipal vehicle policies and the heightened responsibility that comes with operating a public asset. Reinforcing defensive driving techniques can significantly reduce collisions, injuries, vehicle downtime and liability exposure.

Defensive driver training is most commonly available in both four-hour and six-hour formats, allowing

municipalities to select the option that best fits operational needs and risk profiles. While both options cover core defensive driving concepts, the discount associated with each may differ depending on standards and requirements of individual insurance carriers.

Beyond training, cities should establish clear criteria for evaluating drivers on a regular basis to promote accountability and continuous improvement. The best practice is to form an accident review committee responsible for reviewing incidents, identifying preventable accidents and documenting contributing factors. This committee can set consistent expectations for drivers involved in preventable accidents, such as mandatory retraining, corrective action plans or increased monitoring. Even if your entity doesn't have a large employee base, this committee can simply be made up of primary department heads and supervisors.

By combining structured training with ongoing evaluation and a fair review process, municipalities can strengthen their safety culture, reduce preventable losses and demonstrate a proactive commitment to employee and public safety.

Contact your loss control representative to learn about courses available to you and your agency.

LIABILITY BEAT

HELPING CITIES AND COUNTIES REDUCE PROPERTY AND LIABILITY RISK



LOCAL GOV U TRAINING

*Web-based Safety and Risk Management Courses,
Plus Supervisory and Leadership Development*

By Vincent Scott
LGRMS Risk Control Consultant

As the new year begins, local governments face challenges in providing high-quality training due to staffing levels, location, shift work and competing operational demands. Effective safety and risk management programs depend on one critical factor: a well-trained workforce. GMA Loss Control and Prevention works with Local Gov U to offer a variety of online training classes at no cost to GMA Risk Management Fund members based on your type of coverage: workers' compensation, property/liability or any combination of coverage your entity has in place.

Local Gov U offers on-demand access to safety, compliance and professional development courses that align with the real-world risks faced by cities, counties and authorities. From administrative functions, fire services, law enforcement, parks, public works and utilities, the platform delivers targeted content that supports both frontline employees and supervisors, ensuring training is relevant, practical and immediately applicable to daily job tasks. This allows more flexibility for your organization to schedule training for employees at any time while managing the overall process in-house.

From a risk management perspective, consistent training is one of the most effective tools for reducing workplace injuries, property damage and liability exposure. Many incidents stem from unsafe behaviors, lack of

awareness or failure to follow established procedures. Local Gov U helps close these gaps by reinforcing core safety principles such as defensive driving, harassment prevention, confined space entry and incident reporting. Regular exposure to these topics strengthens safety culture and promotes shared accountability.

Local Gov U also supports supervisory and leadership development, often overlooked as a component of risk management. Supervisors play a critical role in setting expectations, enforcing policies and addressing unsafe behaviors before incidents occur. Courses focused on leadership, communication and accountability help supervisors better manage risk, conduct effective safety meetings and respond appropriately to employee concerns or near-miss reports.

Investing in employees demonstrates a clear commitment to safety, operational excellence and responsible governance. When employees are informed, engaged and equipped with the right knowledge, safer outcomes follow — benefiting the organization, the workforce and the communities they serve.

View the following page for course listings. For more information, contact your GMA Loss Control and Prevention field representative for assistance.

Property & Liability Risk Management Training (GMA-GIRMA members only)

These nine property and liability courses will be available on Local Gov U:

Category	Title
Driving	Advanced Defensive Driving Techniques
Driving	Defensive Driving Basics
Driving	Driving While Distracted
HR	ADA Compliance in Business
HR	Sexual Harassment Awareness AB 1825
HR	Sexual Harassment for Managers
Cyber	Cyber-Security Threats to Public Entities
Electrical	Electrical and Fire Safety
Liability	Interacting with the Mentally Ill as a First Responder

Supervisory and Leadership Development

These 15 courses will be available on Local Gov U:

Category	Title
1	Investigating Incidents for Local Government
2	Science of Employee Engagement
3	Developing Effective Communications
4	Effective Presentation Basics
5	Meeting Management
6	Supervisor Skills 101
7	Supervisor Skills 201
8	Transition from Peer to Supervisor
9	Leadership v. Management
10	Conflict and Dispute Resolution
11	Diversity in the Workplace
12	Sexual Harassment for Managers
13	Disciplinary Action and Procedures
14	Discipline and Termination
15	Managing Risk in an Aging Workforce

Employee Safety/Workers' Compensation Risk Management Training (GMA-WCSIF members only)

These 23 employee safety courses will be available on Local Gov U:

Category	Title
Chainsaw	Chainsaw Safety
Confined Space	Confined Spaces 101
Confined Space	Confined Spaces 102
Driving	Advanced Defensive Driving Techniques
Driving	Defensive Driving Basics
Electrical	Electrical and Fire Safety
Ergo	Back Injuries
Ergo	Workers' Compensation Sprain and Strain Injury Prevention
LOTO	Lockout/Tagout 101
LOTO	Lockout/Tagout 102
Power Tools	Power Tool Safety
PPE	Personal Protective Equipment
Slip, Trip	Fall Protection
Slip, Trip	Preventing Slips, Trips, and Falls
Trenching	Trenching and Excavation Safety
First Aid	Basic First Aid
General	Equipment Safety
General	Preventing Accidents in the Workplace
Haz Com	Global SDS and the Hazardous Communication Standards
Heat	Dealing with Heat Stress
Lawn Care	Commercial Lawn Mower Safety
Lawn Care	Lawn Care Equipment Safety

LGRMS Online Training Site

www.localgovu.com/lgrms/





LAW ENFORCEMENT MATTERS

REDUCING RISK FOR PUBLIC SAFETY AGENCIES

COURT HOLDS TASER USE REASONABLE WHERE PASSENGER PUSHED OFFICER AND FLED STOP

[Click here](#) to read the full article by Brian S. Batterton, J.D., Legal & Liability Risk Management Institute

The Case

Officer Snyder conducted a routine traffic stop on a vehicle missing a license plate. When he asked for identification, passenger Coriell provided a fake name and date of birth because he was on probation and homeless. After police confirmed the information was false, Snyder asked Coriell to step out of the vehicle. Coriell complied but immediately pushed Snyder and fled on foot across grass toward a nearby restaurant parking lot. Within two seconds, Snyder drew his taser, shouted a warning and fired a single shock while Coriell was running.

The taser caused Coriell's body to go rigid, and his momentum carried him face-first into the asphalt. He suffered facial lacerations, a fractured skull, brain hemorrhaging and a concussion with lasting effects.

Legal Challenge

Coriell sued the officer and city for excessive force under the Fourth Amendment. The district court granted qualified immunity to the officer and summary judgment to the city, finding the use of force objectively reasonable. Coriell appealed to the Eleventh Circuit Court of Appeals.

Court's Decision

The court applied factors from *Graham v. Connor* to evaluate reasonableness: the severity of the crime at issue, whether the suspect poses an immediate threat, and whether he is actively resisting arrest. Though the crimes were not severe and the officer had no reason to believe Coriell was armed or dangerous, Coriell was attempting to evade arrest. The court noted that no threat of violence was required to justify a single taser use once Coriell physically resisted and fled. The factor of active resistance strongly favored the officer. Although Coriell claimed he only fled, body camera footage clearly showed he pushed Snyder before running, constituting active resistance combined with attempted flight.

Regarding injuries, the court acknowledged their severity but emphasized that tasers are typically nonlethal weapons. The footage showed Coriell was running in grass when tased, so a reasonable officer would not have anticipated he would land on pavement.

Bottom Line

The Eleventh Circuit held that a single taser deployment to stop a suspect who pushed an officer and fled was objectively reasonable under the Fourth Amendment. The officer was entitled to qualified immunity.



HIDDEN MESSAGE

This puzzle is a word search puzzle that has a hidden message in it!

1. Find all the words in the list. Words can go in any direction and share letters, as well as cross over each other.
2. Once you find all the words, copy the unused letters starting in the top left corner into the blanks to reveal the hidden message.

Take a moment to exercise your brain and relieve stress by solving these fun safety puzzles! Answers on page 15.

accident

as

back

defensive

driver

inclement

local

Protocol

review

taser

training

weather

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





SAFETY THEME

KEEPING OUR MEMBERS SAFE ON THE JOB AND AT HOME

Plan Ahead for Winter Safety

Weather Preparedness and Facility Management

By Dennis Watts

Sr. Manager, Loss Control & Prevention Services

Inclement Weather Preparedness

Inclement weather is any severe or harsh weather condition that makes it unsafe or impractical to travel, commute or work outdoors. Georgia can experience inclement weather conditions throughout the year. What is normal or average can turn to extreme weather and become hazardous very quickly. Local governments should create an inclement weather policy and adopt best practices based on the threats you identify.

Ask these questions:

1. What inclement weather events might disrupt your operations?
2. What should your employees do when inclement weather hits?
3. What is your plan when employees cannot safely get to or leave work?
4. How and when will you communicate about severe weather with your employees?

Inclement weather safety tips:

- Plan ahead for how employees will work from home if road conditions are bad.
- Identify critical personnel who may need to report to work in any situation.
- Have emergency kits in the office in case people get trapped in the facility.

Winter Facility Hazard Management

As winter sets in, the risk of facility hazards becomes increasingly prevalent, posing serious safety concerns for employees and facilities. Common winter hazards include building fires, carbon monoxide poisoning from improperly vented heating systems, and water damage from frozen pipes that can burst. Organizations must address these issues proactively to ensure a safe working environment during the colder months.

Ask these questions:

1. Are employees educated on fire safety protocols, including how to handle holiday decorations, space heater use and avoiding overloaded electrical outlets?
2. Does your emergency response plan cover winter-specific threats like frozen pipes, power outages and roof collapses due to drain blockages or ice buildup?
3. Does your organization conduct regular inspections of heating systems and ensure proper ventilation to prevent carbon monoxide buildup? Do you have carbon monoxide alarms?
4. Have employees been informed about the risks of frozen pipes and provided with guidelines on how to report heating issues promptly?
5. Are there emergency plans in place for fire or carbon monoxide incidents during winter months?
6. Are employees prepared to recognize symptoms of carbon monoxide poisoning and take immediate action?

Tips for managing facility hazards:

- Host safety training sessions focused on winter hazards, including fire prevention and recognizing carbon monoxide symptoms, to ensure everyone is informed.
- Perform routine maintenance checks on heating equipment and ventilation systems to minimize the risk of fire and carbon monoxide poisoning.
- Insulate pipes in unheated areas to prevent freezing and consider maintaining a consistent temperature in these areas to reduce the risk of pipe bursts.
- Develop clear communication channels for employees to report any facility issues, such as heating problems or leaks, promptly.
- Conduct regular walkthroughs to identify and mitigate worksite hazards that may increase during freezing temperatures.

By prioritizing winter facility hazard management, organizations can create a safe and secure environment for employees, mitigating risks associated with seasonal changes.



Inclement weather safety depends on good decisions before a storm hits, more planning, and effective communication with employees and the community.





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Winter Weather Preparedness Checklist

Winter storms can often bring extreme cold temperatures, and knock out heat, power and communication services. Simply staying warm during periods of extreme cold can be a challenge if you are unprepared and there is no infrastructure to assist your area. In addition to service disruptions, winter weather can thwart service restoration because roads may be blocked by deep snow, and icy conditions may add to the difficulties of travel.

This checklist was created to help properly prepare your organization before, during and after a winter storm. Planning and preparing make a difference in keeping your business resilient in the wake of severe winter weather.

BEFORE THE STORM

- Check your insurance coverage for protection against winter hazards.
- Establish a process for restoring electrical services on an item-by-item basis.
- Relocate salvageable and undamaged stock and supplies.
- Add the following supplies to your disaster supplies kit: rock salt (to melt ice on driveways), sand (to improve traction) and snow shovels (or other snow removal equipment).
- Determine your greatest risk potential: loss of heat, frozen pipes and/or loss of access due to snow/ice.
- Identify who is responsible for keeping heating equipment in good working order.
- Identify who is responsible for snow/ice removal.
- Determine what equipment needs to be protected from freezing (i.e., computers, telecommunications, manufacturing equipment, etc.)
- Determine whether portable heaters and other emergency equipment are needed.
- Locate alternative ways to enter your premises in case access to your building is blocked.

- Seal all openings with caulking and insulation where cold air can enter.
- Repair walls and roofs to prevent drafts; inspect roof drains for debris.
- Make sure heating and heat-producing process equipment is in good condition and operating efficiently.
- Arrange for snow removal from driveways, doorways and roofs.
- Drain all idle pumps and compressors, making sure jackets are vented.
- Provide proper lubrication for cold weather operation (i.e., emergency generators, snowblowers).
- Test cold-weather equipment.
- Clean and inspect boilers and firing mechanism/controls.
- Maintain automatic sprinkler protection in idle buildings; promptly handle sprinkler system impairments; notify local fire department of any anomalies.
- Monitor building temperature, especially in hard-to-heat areas containing vulnerable equipment. Keep temperatures above 40°F.
- Mark hydrants near your business for unobstructed clearing after a heavy storm.

DURING THE STORM

- Keep driveways, walkways and doorways clear of snow and ice.
- Open water faucets slightly to let them drip in order to keep water flowing through pipes that are vulnerable to freezing. Ice may still form, but the open faucet helps prevent the pipe from bursting by allowing relief for any built-up pressure.
- Names and phone numbers of your heating contractor, plumber, fire department, insurance agent and building owner should be easily accessible.
- Assign someone to check indoor temperatures should your place of business be vacant for long periods of time.

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YOUR PEOPLE

- Ensure you have an emergency communication plan in place prior to the storm, evacuation or threat.
- Have contact information for your employees, vendors and clients on hand.
- Use your alert notification system to keep everyone updated on status and next steps.
- Set up phone redirection if the team is away for an extended period of time.
- Following a storm, notify all critical people of next steps, based on damage.

KNOW THE TERMS

- **Winter Storm Watch:** Be alert, a storm is likely.
- **Winter Storm Warning:** Take action, the storm is in or entering the area.
- **Blizzard Warning:** Snow and strong winds combined will produce blinding snow, near-zero visibility, deep drifts and life-threatening windchill. Seek refuge immediately.
- **Winter Weather Advisory:** Winter weather conditions are expected to cause significant inconveniences and may be hazardous, especially to motorists.
- **Frost/Freeze Warning:** Below-freezing temperatures are expected, and may cause damage to plants, crops or fruit trees.

Winter storms may range from moderate snow in a short amount of time to a blizzard lasting for days. Some storms are regional and may affect several states, while others are more localized, depending upon geography and terrain. Common characteristics of winter storms are dangerously low temperatures, strong winds, ice, sleet and freezing rain.

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Gallagher provides risk services consultation that is tailored to our clients' particular loss history, industry risk factors, and insurance program structure. Our services, summaries and recommendations can include claim advocacy, evaluation of loss frequency and severity, loss prevention strategy, sufficiency of self-insured retentions, risk transfer options, identification of risk exposures, and insurance coverage for particular claims. Our work can also include collaboration with carriers, our client's legal counsel, loss prevention or actuarial consultants. We emphasize that any of the above risk services, risk management opinions, and advice provided directly to clients or to clients' third-party vendors, is both confidential and intended for our clients' use and not for distribution. We also only offer the advice from an insurance/risk management perspective and it is NOT legal advice or intended to supplant the advice or services provided to clients from legal counsel and advisors. We recommend that our clients seek advice from legal counsel and third-party professionals to become fully apprised of all legal and financial implications to their businesses..

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Let's get in touch.

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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

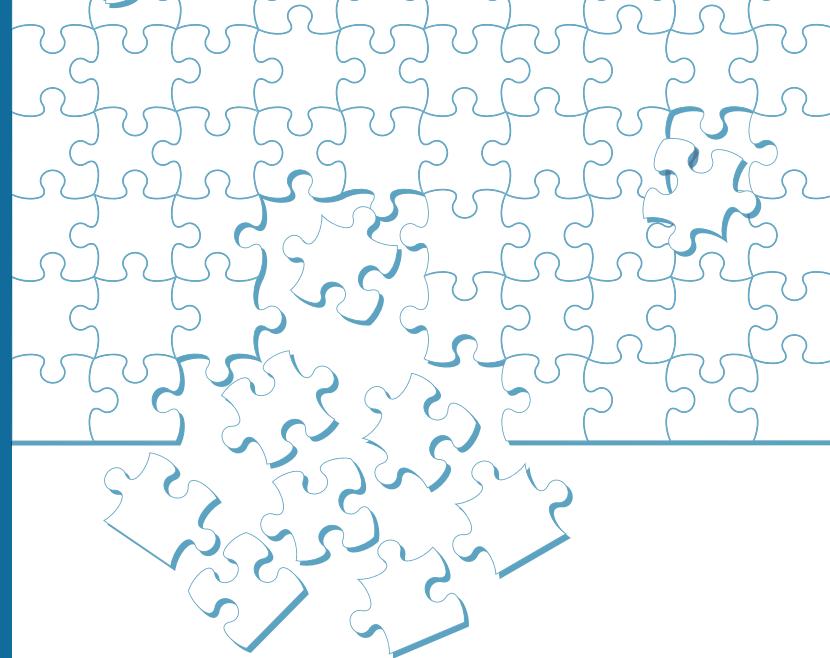
Make copies and post wherever you will get the most impact or email to your departments.

Theme Page

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

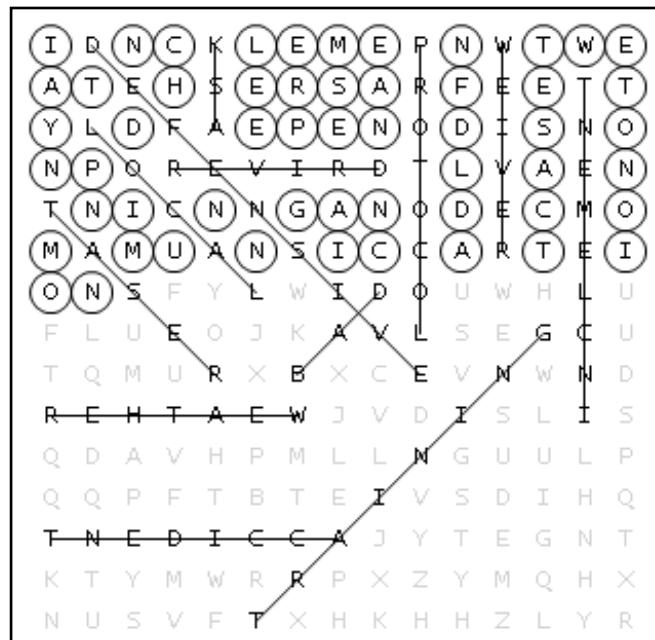
Safety Meeting Agenda

- 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

HIDDEN MESSAGE ANSWER



I N C L E M E N T
W E A T H E R S A F E T Y
D E P E N D S O N
P L A N N I N G A N D
C O M M U N I C A T I O N.

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/marketed.	<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: <input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Rain/sleet/snow <input type="checkbox"/> Use of chemicals	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Noise <input type="checkbox"/> Work in confined spaces <input type="checkbox"/> Work in trenches	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Traffic <input type="checkbox"/> Blood/body fluids <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>

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

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