

## *Final Issue* OF LGRMS SHARE

*Take a look back at this historic newsletter  
and join us in looking ahead. - p. 3*

### TRAFFIC CONTROL ZONES

Update your signage strategy  
to ensure worker safety. - p. 9

### SAFETY THEME

Work zone awareness is  
highlighted in April. - p. 12



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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

[riskcontrol.gacities.com](http://riskcontrol.gacities.com)



## UPCOMING WEBINARS AND TRAINING

### Contracts for Local Governments

HALF DAY | 8:30AM-12:30PM    June 16 - Cartersville, GA ∞  
May 21 - Tifton, GA ∞                      June 18 - Gainesville, GA ∞  
May 28 - Statesboro, GA ∞                July 22 - Macon, GA ∞

### General Liability

HALF DAY | 8:30AM-12:30PM    Aug. 11 - Macon, GA ∞  
July 14 - Tifton, GA ∞                      Aug. 25 - Gainesville, GA ∞  
July 16 - Statesboro, GA ∞                Sept. 10 - Cartersville, 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 ∞

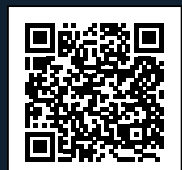
### Georgia Open Records Act

Sep. 21, 2023 ∞

### Reasonable Suspicion-based Drug Testing

Apr. 25, 2023 ∞

Events subject to change.  
Check website for updates.



[riskcontrol.gacities.com/lgrms-calendar](http://riskcontrol.gacities.com/lgrms-calendar)



## A NOTE FROM THE EDITOR

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

Welcome to the April and last edition of SHARE from LGRMS. SHARE and its predecessors (Risk Connection, Liability Beat, and monthly Safety Theme) have served as the monthly publication of Local Government Risk Management Services (LGRMS) to the Association County Commissioners of Georgia (ACCG) and Georgia Municipal Association (GMA) WC and GIRMA/IRMA members since 1988. SHARE has been the primary means to communicate items of Safety and Risk importance and providing through the monthly Safety Theme key topics for worker safety. The Safety Theme is a quick way to hold monthly safety meetings, document them, and meet a basic requirement with minimal time and resources involved.

For GMA members look for a successor publication starting in May focused on the safety and risk needs of Georgia cities. For ACCG members, look out for some new and innovative programs as ACCG stands up its Risk Control Group.

As many of you are aware, the LGRMS Board of Directors (from ACCG and GMA) voted to dissolve LGRMS in November 2025. Both associations have grown significantly since the founding of LGRMS in 1988 and decided it was in both organizations' best interest to change how they served members in risk control



***On behalf of all LGRMS employees who have served our great county and municipal members through the years, we bid you farewell and look forward to our continued service and engagement through both ACCG and GMA Risk Control Services.***

services. ACCG Risk Control Services (see Megan Estes' article on ACCG Risk Control for contact information) will provide the safety and risk services for county members, and GMA Risk Control Services will provide safety and risk services for municipal members. Though operating as separate organizations, we look forward to continuing collaboration and working together where it serves the needs of our members.

ACCG and GMA are proud of the decades of collaboration through LGRMS. Together, we have supported member counties and municipalities across the state with innovative risk management solutions for over 38 years. We have provided impactful training programs, and a shared commitment to promoting safety and reducing risk for Georgia local governments.

**CONTACT:** Dennis Watts, [dwatts@lgrms.com](mailto:dwatts@lgrms.com)

# Public Officials - Do's and Dont's

## *Do -*

- Define public policies in writing
- Establish a loss control program
- Regularly update personnel policies
- Make department heads aware of exposures
- Be consistent in handling sensitive issues and areas

## *Don't -*

- Conduct unformal business meetings
- Operate without written procedures
- Fail to update policies
- Expect employees to know their liability exposure
- Fail to monitor citizen complaints

This is an excerpt from the first, printed edition of the LGRMS safety newsletter in November 1988, with more to follow on the next three pages. Note that while our world has changed drastically in nearly four decades, the importance of highlighting workplace safety principles remains the same.

### **In this issue**

As a retrospective, we are publishing the very first Risk Connection from November 1988. At that time this was the only publication sent to members. Look at the articles and features. What has changed since 1988, and what is still relevant today. Just like last month we published an article on the Dupont company, and how it was an early innovator in safety and risk. Just because it might be from a decade or two, or even a hundred years ago, does not mean there is no relevance to today's safety concerns.

### **Training Alert**

We have two training events coming up in May and June. Contracts for Local Governments, and General Liability.

These are key training programs to help you avoid some pitfalls that can cause issues for your local government. These are open to ACCG and GMA members at no cost. See our [training calendar](#) for more information and registration.

The next newsletter will be published on or about May 20, 2026, and will be directed only to GMA members. Let us know if there are any particular topics you would like us to cover. And be sure to share your photos and accomplishments! We would 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](mailto:dwatts@lgrms.com)



# THE RISK CONNECTION

Vol. 1 No. 1

November 1988

**W**elcome to the first issue of *The Risk Connection*. We're both proud and excited to bring this series to city and county managers. This newsletter's objective is to provide local government officials and employees worthwhile and useful information on safety and loss control topics. As we all know, our public entities are increasingly exposed to both on the job safety hazards affecting our employees as well as liability claims from negligent acts, alleged errors and omissions and charges of civil rights violations.

Through this newsletter we hope to furnish information on current safety developments and also provide a forum for the exchange of ideas among local government managers. We urge you to use it, circulate it to your key management people and give us your comments, questions, and suggestions.

Thank you,

The Staff of LGRMS

## SAFETY BEGINS ON THE EMPLOYEE'S FIRST DAY

**C**omplete safety orientation for new employees can be the cornerstone to a solid loss control foundation. Do you have such a program? Studies of workers compensation accidents have shown that accidents are more likely to occur if employees are not forewarned of hazards and often occur on the employee's first day on the job. Two major causes of new employee accidents are:

1. Lack of sufficient job knowledge
2. Overanxiousness, the desire to please the employer, which may lead to an accident.

To help prevent this first day accident, it is recommended that management develop a new employee safety orientation program which:

- Covers all general rules, procedures and employee duties.
- Discusses safety rules and guidelines (example: reporting hazard conditions, unsafe equipment, horseplay, personal protective equipment, etc.)
- Explains specific safety rules applicable to the employee's job assignment such as special equipment, vehicles, machinery, job safety instruction, do's and don'ts, etc.

Providing a solid safety orientation the first day will promote a sense of importance regarding safety and will let the new employee know that management means business when the safety and welfare of the employees and the public is at stake.

*The Risk Connection* is a publication of Local Government Risk Management Services, Inc., a service organization of the Association County Commissioners of Georgia and The Georgia Municipal Association. Any questions or comments should be directed to: David G. Morrill, Editor, 201 Pryor Street, S.W., Atlanta, GA 30303. (404) 522-5005

## "I Assumed. . ."

**T**he dictionary tells us that to "assume" is to take for granted or accept something as fact. For example, it is generally safe to assume, if a young boy closely resembles the older man walking with him that they are father and son. Likewise, if all the lights are on in the house across the street, it's usually safe to assume that someone's at home. It does not work that way on the job . . . consider, for example:

- The sanitation truck operator cannot assume that there is no one behind the vehicle before he backs up.
- The park superintendent cannot assume that playground apparatus is safely maintained because it was checked a month ago. It must be continuously checked.
- The water department/gas department backhoe operator cannot assume that the area where he's about to dig is free of underground utility lines.
- The police officer cannot assume that his/her cruiser's brakes and emergency sirens/warning lights are fully operational because the previous shift didn't say anything about them.

**ASSUMING LEAVES TO CHANCE  
IMPORTANT ITEMS THAT MAY, IF  
NOT FULLY CHECKED, RESULT IN  
AN ACCIDENT.**

It is very important to stress to supervisors and employees that those who assume too much on the job may one day end up flat on their assumptions!

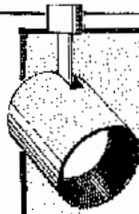
## Observe . . . Observe . . . . . Observe . . . . .

■ Luther, an employee recently added to the public works department, handles several different jobs each day. You have taken the effort to thoroughly train him on how to safely perform each job step but, for some reason, he repeatedly does not perform a particular step the way he was taught but, instead performs it "the way it's always been done." If this unsafe practice is not detected by supervision it's just a matter of time before Luther's actions contribute to an accident and/or injuries to himself or another employee.

■ Several weeks ago, while driving by a street department construction site, you notice that the crew has neglected to take certain precautions to warn motorists of the approaching work zone and that employee protection at and around the site is rather poor. The crew chief tells you that "we've always done it this way and we haven't gotten anybody killed yet." None the less, you take the time to instruct him in the safe way.

The question that comes from these two cases is — Are your employees performing work in the safe manner or are they simply doing it "the way we've always done it?" The key to answering this question lies in management monitoring and observing safety performance on a planned basis. In order to eliminate or minimize these unsafe practices, supervisors must not only instruct employees on the safe work procedures, but plan to check regularly on how jobs are being performed. By observing what's going on out there today, the supervisor can interrupt unsafe or questionable methods on the site and implement corrective measures to prevent tomorrow's accident. An important point here is that supervisors should be instructed that their ignoring a violation of safe methods not only exposes workers to possible danger, it sends a clear message to them that this safety "shortcut" is ok. Any supervisor knows that as hard as it is to enforce a new rule or procedure — it is doubly hard to eliminate this same rule or procedure if employees are allowed to sidestep it several times. A policy of "firm but fair" should apply here.

A planned safety observation by supervisors, department heads and management can turn up various safety "shortcuts" by even experienced employees. Tactful re-instruction on the spot, as well as complimentary reinforcement for safe behavior will help employees better understand and appreciate that safety benefits everyone.



# SPOTLIGHT ON SAFETY

## Safety Pays In Dublin

**T**his month's spotlight on safety column focuses on the city of Dublin's employee safety incentive program. This program, under the guidance of City Manager Ken Hammons and Assistant City Manager Steve Engle, is responsible for rewarding positive and successful safety performance among city employees. The basic breakdown of the program consists of the following:

- Written safety suggestions are encouraged of all employees. The city Safety Committee reviews all of these and can award up to \$25 for a suggestion that is implemented and saves the city dollars or creates a safer environment for employees.
- Each year, a "Safety Day" is awarded to city employees who meet the following criteria:
  - Employees in those departments that successfully meet the established goals of reducing accidents, workers compensation claims and overall costs of those claims are given ½ day off with pay at the end of the year.
  - All city employees with a perfect accident free record for the year will receive ½ day off with pay.
- The department with the best overall safety performance is presented a Safety Achievement Award at the employees Christmas Party.

According to Steve Engle the program is succeeding because it shows employees that management really cares about everyone's involvement in the safety of employees and the public, and that they are willing to "put their money where their mouth is" and make a recognition program that benefits the safer workers. Think this would work for you? Call Steve for details at (912) 272-1620 and get started today!



## CHECKING DRIVING RECORDS

**D**o all your driving employees have a valid Georgia drivers license? Are you sure? It is very possible that one or more of these drivers may have either an expired license or even have had it revoked. There is no way for an employer to know unless driving records are checked periodically. Employees with poor driving records pose not only a hazard to the public and fellow employees, but a substantial liability to the city or county and the employee's supervisor. One can imagine the liability consequences if it were found that the city or county didn't even know whether its driving employees had valid licenses. To insure that all drivers of city or county owned vehicles have a valid license, an annual review of all employees' driving records is strongly urged.

## Dead Trees Can Cause Liability Headaches

**C**ities or counties can find themselves held liable for damages caused by falling dead trees or limbs on public property. This is especially true at parking lots and public recreational parks. Claims are usually filed regarding damage to a vehicle or other personal property, however liability may extend to bodily injury should a child or pedestrian be struck by a falling limb. A key note here rests in whether the city or county knew of the existence of the problem either via prior notice by a citizen or by the fact that the condition has existed for a substantial period of time. This latter point takes on a particularly distinct meaning when we think of the devastating effect of this summer's drought on many of our community's trees.

To help prevent these accidents from occurring the following guidelines are suggested:

- Implement a continuous inspection program to check for dead or aging trees on public property. Enlist the active involvement of all employees to help identify these trees throughout the community.
- Immediately remove/prune any reported dead or aging limbs or trees.
- Pay particular attention to those called in by citizens and respond as quickly as possible to check them out.
- If trees cannot be removed immediately, appropriate barricades warning drivers not to park under and/or adjacent to the tree should be installed until the situation can be corrected.

## Put Prevention Guidelines "In Gear" When Backing Vehicles

**A**ccidents due to vehicles improperly backing are widespread throughout our region. While the reason for these accidents vary, most definitely all are due in part to the driver not exercising reasonable safe driving precautions. Maybe it is because the usually slow speed when backing up is thought to not cause much damage or is unlikely to cause injury. Sometimes operators become over confident when using the vehicle's mirrors. The fact is, we know that even the best arranged mirrors still leave blindspots along the sides and behind vehicles. In order to reduce these accidents, the following guidelines are suggested:

- Avoid backing if at all possible! Park in a manner that allows you to move forward in lieu of reverse. If stopping along the roadside (for pick up of trash or other material) bring the material to the truck instead of backing up. Many drivers are hit by trucks that they never expected to be moving in reverse along a roadway.
- If parked for a sustained period of time, walk around your vehicle before you back it up, checking for children, obstructions, other vehicles. Ever wonder why the telephone company trucks require their operators to place cones at the rear of their parked vehicles? Now you know!
- Use laborers/helpets to "spot" for the operator. These spotters should position themselves in a location where they can clearly see the back of the vehicle and the operator can see the spotter.
- Park away from moving traffic or parked vehicles. No sense in setting yourself up for an accident by "sandwiching" your vehicle into a small space. This is especially important around construction areas.

Putting these guidelines "in gear" the next time you back up should help prevent the possibility of your becoming involved in a back up accident.



## Have an Idea? Turn It In!

Do you or one of your employees have a suggestion on how to do a job more safely? If so, we'd like to hear from you so it can be shared with other pool members around the state. We're all in this thing together so let us know what works for you! Recognition will be given to individuals, departments, cities, and counties who submit safety suggestions. Send all ideas to

Dianne Hatton  
Local Government Risk Management Services  
201 Pryor Street, S.W.  
Atlanta, GA 30303.

### SAFETY BELTS:

*It's Always Made Good Sense,*



NOW, IT'S THE LAW!

**BUCKLE UP GEORGIA**

# *A Legacy of Partnership*

## **A FUTURE OF CONTINUED COMMITMENT**

By Megan Estes  
ACCG Training and Engagement Manager, Risk Division

After 38 years of dedicated joint service to Georgia's local governments, Local Government Risk Management Services (LGRMS) is being dissolved. While this marks the end of a longstanding chapter, it also offers an opportunity to reflect on the partnership's impact and look ahead with continued purpose.

The Association County Commissioners of Georgia (ACCG) is proud of the decades of collaboration with the Georgia Municipal Association (GMA) through LGRMS. Together, we have supported Member counties and municipalities across the state with innovative risk management solutions, impactful training programs, and a shared commitment to promoting safety and reducing risk.

ACCG extends its deepest gratitude to Dennis Watts for 23 years of exceptional service and leadership within LGRMS. Dennis' contributions, along with those of the many dedicated risk control professionals who helped build and sustain the service offerings, have left a lasting legacy. The training programs, resources, and safety coordinators developed through LGRMS will continue to benefit Members for years to come.

As this chapter ends, ACCG remains steadfast in its commitment to serving its Members. ACCG will continue to collaborate with its partners at GMA and with other organizations to advance the shared mission of strengthening local governments through proactive risk management and safety initiatives.

As we move forward, we do so with appreciation for the past and confidence in the future—committed to building on the strong foundation that LGRMS helped create.



## **LOOKING AHEAD**

Members of ACCG Insurance Programs are encouraged to explore ACCG Risk Control's programs and resources, which remain available to support their ongoing needs.

Keep an eye out for announcements on ACCG Risk Control's growing team, as well! More information can be found by visiting: <https://accg.org/insurance/riskcontrol.php>

**LEARN MORE**

# NOTES *from the* ROAD

## BEST PRACTICES FOR SAFE TRAVELS

## Temporary Traffic Control Zones

By Vincent Scott  
LGRMS Risk Control Consultant

Traffic control signs are a critical component of any Temporary Traffic Control (TTC) plan. They communicate essential information to drivers, helping them safely navigate work zones and changing roadway conditions. The effectiveness of these signs depends heavily on their physical condition, visibility, and proper maintenance.

A damaged, faded, or poorly maintained sign can confuse drivers or go unnoticed entirely. In work zones, where quick decision-making is required, unclear signage increases the risk of:

- Vehicle crashes
- Worker injuries
- Traffic congestion and delays
- Liability for municipalities and contractors

Maintaining sign quality is essential for safety and compliance with standards like the Manual on Uniform Traffic Control Devices (MUTCD).

The image at right shows a work zone warning sign that has been recently taken out of service.

- Worn and faded, reducing contrast between the symbol and background
- Scuffed or dirty, limiting visibility and reflectivity

While the sign is still recognizable, its condition could significantly reduce effectiveness, especially in low-light or high-speed conditions.

TTC is more than placing cones and signs; it's a comprehensive safety system. By following best practices, adhering to standards, and continuously monitoring conditions, agencies and contractors can significantly reduce risks and improve traffic flow through work zones. Effective TTC protects lives, maintains public trust, and ensures projects are completed safely and efficiently.

### Sign Maintenance Best Practices

#### Routine Inspection

- Check all signs before deployment and daily during use.
- Inspect after weather events or high traffic exposure.

#### Cleaning and Maintenance

- Wipe down reflective surfaces to remove dirt and debris.
- Repair minor damage, when possible, but replace when necessary.

#### Timely Replacement

- Replace signs that are faded, dented, or no longer reflective.
- Keep an inventory of backup signs to avoid using substandard ones.

#### Compliance with Standards

- Ensure all signs meet MUTCD requirements for
  - Color (e.g., orange for work zones)
  - Retro reflectivity
  - Size and symbol clarity



# LIABILITY BEAT

HELPING CITIES AND COUNTIES REDUCE PROPERTY AND LIABILITY RISK

## *3 Critical Steps Ensure Work Zone Safety*

By Weston Cox  
LGRMS Risk Control Consultant

Work in public rights-of-way and municipal operations exposes employees to a combination of high-risk conditions that demand consistent vigilance. In work zones, the primary objective is separation—clearly distinguishing workers from traffic and equipment. This requires proper setup and maintenance of traffic control devices, high-visibility apparel, and situational awareness at all times.

Employees should never assume drivers will see or obey signage; instead, they must actively monitor traffic patterns and maintain escape routes.

Supervisors play a key role in ensuring setups comply with standards and are adjusted as conditions change throughout the day. Also, quarterly safety meetings on proper work zone safety can play a huge role in accident prevention.

Struck-by hazards remain one of the leading causes of injury and fatality in municipal work. These incidents often involve moving vehicles, heavy equipment, or falling objects.

Prevention depends on clear communication, defined work zones, and strict adherence to equipment safety practices, including the use of spotters and backup alarms. Workers should position themselves where they are visible to operators and avoid blind spots whenever possible.

A culture of safety—where employees feel responsible not only for their own well-being but also for that of their coworkers—is essential to reducing these risks across all city operations.



### **1 Clear Communication**

Establish standardized hand signals and radio protocols before operations begin, and conduct pre-shift briefings to keep all team members aligned as conditions change.

### **2 Defined Work Zones**

Continuously reassess zone boundaries as work progresses, using cones, barriers, and signage to maintain clear separation between workers, traffic, and equipment at all times.

### **3 Equipment Safety**

Treat spotters and backup alarms as non-negotiable standards, with spotters strategically positioned and alarms tested at the start of every shift.



*Take a moment to exercise your brain and relieve stress by solving these fun safety puzzles! Answers on page 14.*

## WORD SEARCH

Find the word in the puzzle.

Words can go in any direction.

Words can share letters as they cross over each other.

accountable

apparel

briefing

hazard

injury

municipal

operator

protocol

separation

signage

spotter

vigilance



# SAFETY THEME

KEEPING OUR MEMBERS SAFE ON THE JOB AND AT HOME



## NATIONAL WORK ZONE AWARENESS WEEK

*April 20-24, 2026*

By Vincent Scott  
LGRMS Risk Control Consultant

National Work Zone Awareness Week (NWZAW) began in 1999. It is an annual spring campaign sponsored by federal, state, and local transportation officials to raise the public's consciousness about the need to drive safely in work zones. The campaign draws attention to the safety needs of road workers and motorists. This year, NWZAW was observed from April 20-24.

A work zone is where road construction, maintenance, or utility work occurs. Safety for crews in work zones, as well as the vehicles that travel through them, is critically important. Drivers must be on watch for workers coming in and out of work zones, including flaggers who may be directing changing traffic patterns. Unfortunately, daily changes in traffic patterns, narrowed rights-of-way, and other construction activities often create a combination of factors resulting in crashes, injuries, and fatalities.

**As a driver, you should learn and abide by the following safety tips for driving in work zones:**

- **Obey work zone rules.** 1) Pay attention. 2) Slow down (even in lighter-than-normal traffic). 3) Watch for workers.
- **Expect the unexpected.** Things may change quickly. Normal speed limits may be reduced, traffic lanes may be closed, narrowed or shifted, and people may work on or near the road.

- **Slow down. Don't tailgate.** Less congestion is not an invitation to exceed the speed limit. Keep a safe distance between you and the car ahead of you, and between you and construction workers and their equipment.

- **Obey road crew flaggers and pay attention to signs.** Failure to obey speed limit signs or a flagger's traffic control directions can result in hefty fines and/or imprisonment.

- **Stay alert and minimize distractions.** Pay full attention to the roadway and avoid changing radio stations or using cellphones and other electronic devices.

- **Keep up with traffic flow.** Do not slow down to gawk at roadwork.

- **Know before you go.** Expect delays, leave early and schedule enough time to drive safely. For 24/7 real-time traffic information, call 511 or visit [www.511ga.org](http://www.511ga.org) before you get into the car. Follow the Georgia Department of Transportation on X for additional updates.

- **Be patient and stay calm.** Crews are working to improve the road and to make your future drive better.

- **Wear your seatbelt.** It is your best defense in a crash. Make sure your passengers are buckled up.

Work zones present unique challenges for large trucks and buses. Do your part to make roads safer by remembering to plan your route, move early into an open lane, avoid distractions, obey signs and signals to slow down or stop, and keep extra space between vehicles.

# DRIVING SAFETY THROUGH GA WORK ZONES

Over the past **10** years Georgia has recorded **377** fatal **WORK ZONE** crashes that involved large trucks; **4th** highest among all states

**GEORGIA** IS RANKED IN THE TOP **13** STATES FOR FATAL CRASHES IN THE U.S. INVOLVING COMMERCIAL MOTOR VEHICLES IN **WORK ZONES**.

**52%**

OVER THE LAST 5 YEARS, THE PERCENT OF FATAL COMMERCIAL MOTOR VEHICLES WORK ZONE CRASHES THAT OCCURRED ON AN INTERSTATE HIGHWAY IN GEORGIA\*

GEORGIA HAS MORE THAN **500** ACTIVE WORK ZONES\*

# STAY ALERT GEORGIA

\*FARS 2013-2022, NHTSA

## NATIONAL WORK ZONE FACTS 2023

Total Work Zone Fatalities: 898



Drivers and Passengers: 713

Pedestrians and Bicyclists: 185

Others: 4

(Occupants of non-motor vehicle transport device and persons on personal conveyances)

Total Fatal Work Zone Crashes

Involving a Commercial Motor Vehicle:

**252**



Over the past 10 years, 2014-2023 the fatal work zone crashes involving a large truck increased by 38%.

For more information on driving safely around large trucks and buses, visit [www.ShareTheRoadSafely.gov](http://www.ShareTheRoadSafely.gov) and for more on work zone safety, visit [www.workzonesafety.org](http://www.workzonesafety.org). Please Respect the zone, So we all get home - [www.dot.ga.gov](http://www.dot.ga.gov)

**GDOT**  
Georgia Department of Transportation

  
U.S. Department of Transportation  
Federal Motor Carrier Safety Administration



# 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

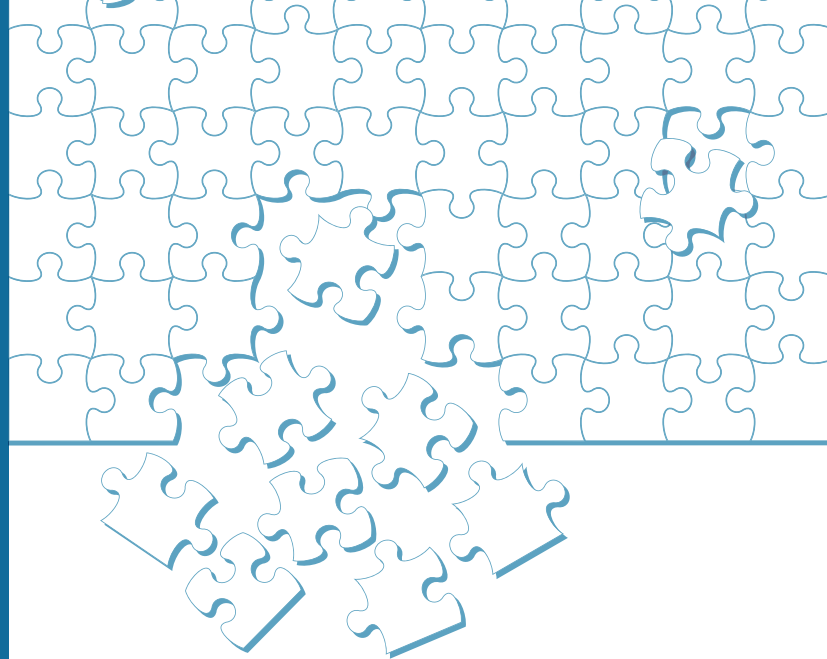
Make copies and post wherever you will get the most impact or email to your departments.

## Theme Page

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

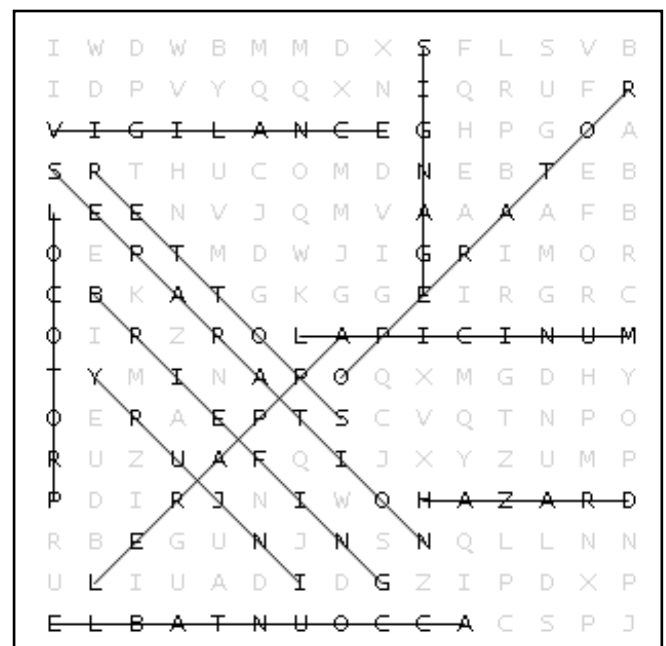
## Safety Meeting Agenda

- 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



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

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### 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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# CONTACTS

LET US KNOW HOW WE CAN HELP YOU

## LGRMS HOME OFFICE

**Dennis Watts**

Sr. Manager, Loss Control  
& Prevention Services  
dwatts@lgrms.com  
404-821-3974

**Kayla Frazier**

Administrative  
Coordinator  
kfrazier@lgrms.com  
678-686-6348

## LAW ENFORCEMENT RISK CONSULTANTS

**GMA-David Trotter**

Northern Territory  
dtrotter@lgrms.com  
404-295-4979

**GMA-Griffin Attaberry**

Southern Territory  
gattaberry@lgrms.com  
404-313-8853

**ACCG-Natalie Sellers**

Sr. Law Enforcement Risk  
Consultant - All Counties  
nsellers@accg.org

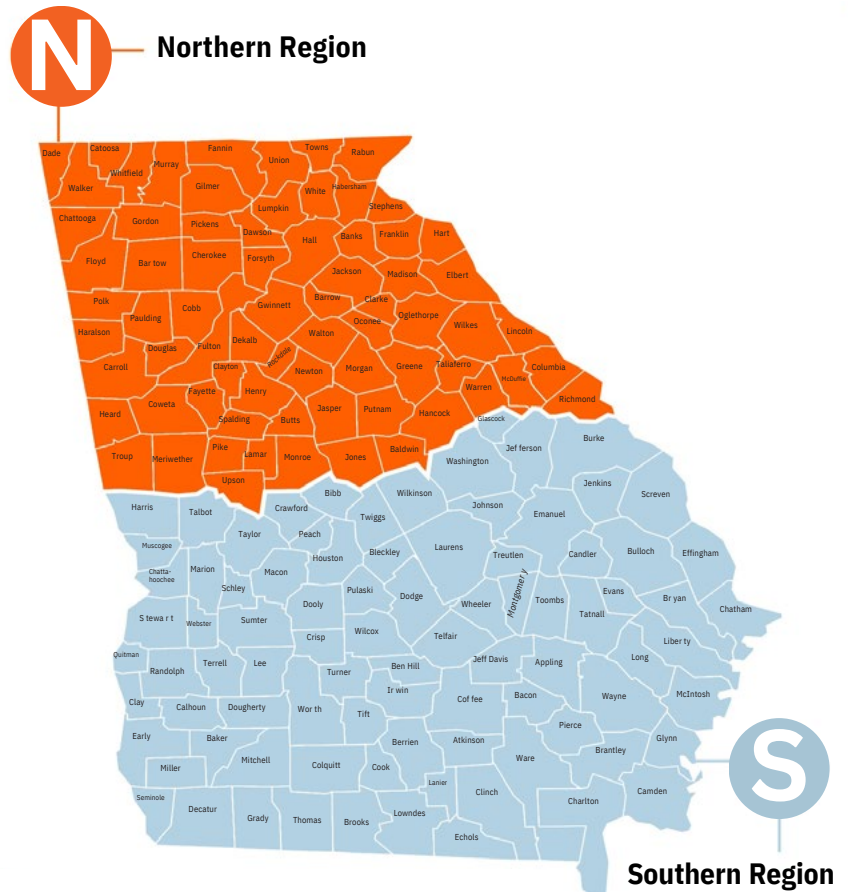
## RISK CONTROL CONSULTANTS

**Vincent Scott**

Northern Territory  
vscott@lgrms.com  
404-698-9614

**Weston Cox**

Southern Territory  
wcox@lgrms.com  
404-520-6646



**Local Government Risk Management Services**

201 Pryor St. SW, Atlanta, GA 30303  
Ph: 678-563-4363 Toll Free: 800-650-3120  
Fax: 770-246-3149 lgrms.com