



Time to PREPARE

*Evaluate your readiness during
National Preparedness Month.*

- p. 11

AFTER THE INCIDENT

Critical steps to take after an
accident occurs. - p. 7

SEATBELT USE

Here's why city workers need to
buckle up, too. - p. 9

ESSENTIAL TRAINING

Learn the core responsibilities
of the safety coordinator. - p. 10

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Cover photo: Coffee County, Ga., devastation following Hurricane Helene in September 2024. iStock/W.W. Webb.

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



201 Pryor St. SW
Atlanta, GA 30303

riskcontrol.gacities.com



UPCOMING WEBINARS AND TRAINING

Workers Compensation Overview

WEBINAR

Aug. 19 - 9:00AM [🔗](#)

Oct. 15 - 1:00PM [🔗](#)

Safety Coordinator Essentials

FULL DAY | 8:30AM-3:00PM

Sept. 16 - Macon, GA [🔗](#)

Aug. 18 - Tifton, GA [🔗](#)

Sept. 23 - Cartersville, GA [🔗](#)

General Liability

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

Aug. 25 - Gainesville, 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

Sept. 21, 2023 [🔗](#)

Events subject to change.
Check website for updates.



riskcontrol.gacities.com/lgrms-calendar



A NOTE FROM THE EDITOR



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

Welcome to the August edition of SHARE from GMA Risk Control. SHARE is our primary channel for communicating safety and risk topics to Georgia local government employees. Each month's Safety Theme provides a ready-made framework for holding safety meetings, documenting attendance, and meeting a core training requirement—all with minimal time and resources.

This issue is the prelude to National Preparedness Month, recognized each September. With severe weather impacts on the rise, Georgia's cities are ramping up efforts to stay ahead of a crisis. We have included general disaster preparedness information for municipal governments along with specifics for hurricanes, tornadoes and floods. Each section includes photos, bullet-point tips and links to additional resources from FEMA, NOAA, the National Weather Service and the American Red Cross.

In this issue

Ten Reasons to Stop on Red

Red-light running is one of the most preventable—and deadliest—hazards on Georgia's roads. In 2022 alone, red-light running crashes killed 1,149 people and injured more than 107,000 others nationwide,

and roughly half of those killed were not even the drivers—they were pedestrians, cyclists and people in other vehicles. This article is a quick, one-page tailgate resource built around 10 hard facts about red-light running, including AAA's finding that 86% of drivers call it "extremely dangerous" even though it still happens every day. It's a fast, high-impact way to open a crew meeting for any department that spends time behind the wheel.

Safety Coordinator Essentials

Weston Cox writes on the Responsibilities of the Safety Coordinator. As we prepare for the upcoming Safety Coordinator Essentials regional trainings in August and September, this article is a good refresher on what the role involves—from serving as the organization's primary point of contact for Risk Control activities to coordinating training, inspections and accident investigations.

Seatbelt Use Matters

Griffin Attaberry has a companion article on why seatbelt use is crucial for municipal workers. It's a good reminder that seatbelt use is more than a personal choice for public employees—it protects continuity of service, reduces workers' compensation claims, and sets a visible safety example for the community.

Post-incident Risk Control

Cindy Mallet looks at what happens after an incident occurs, and why quick action on claim reporting, evidence preservation and witness statements can make a significant difference in the outcome of a claim.

Training Alert

Check our training calendar for upcoming Risk Management and Safety training events open to GMA members at no cost. Events include programs on liability, contracts, and worker safety fundamentals — practical sessions designed to help your local government avoid the most common and costly pitfalls.

Training calendar and registration: <https://riskcontrol.gacities.com/lgrms-calendar>

The next issue of SHARE will be published on or about September 20, 2026, and directed to GMA members. We want this newsletter to reflect the real work happening in communities across Georgia — if your department has a safety initiative, a success story, or a close call worth sharing, please reach out. Photos and accomplishments are always welcome.

Be safe.

Dennis

CONTACT: Dennis Watts, dwatts@gacities.com



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 Safety Meeting Attendance Sign Up 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 General Self Inspection Program Checklists for each department inspection team.
- Discuss inspection items noted from last reports and the status of completion of reported items.

NOTES *from the* ROAD

BEST PRACTICES FOR SAFE TRAVELS

TEN REASONS TO STOP ON RED

1. It's 100% Preventable. Just STOP ON RED.
2. In 2022, 1,149 people were killed and over 107,000 were injured in red-light running crashes.
3. That's an average of 3 people killed every day — and thousands more injured.
4. Roughly half of people killed by red-light running were not the drivers — they were passengers, pedestrians and cyclists.
5. 1 in 3 Americans knows someone who has been injured or killed in a red-light running crash.
6. Between 2008–2022, red-light running crashes took the lives of more than 10,000 people.
7. Red-light running is a leading cause of urban crashes (FHWA).
8. 90% of drivers (AAA, 2025) say it's extremely dangerous — but it still happens every day.
9. Red-light cameras save lives. When drivers know they're being held accountable, they're more likely to stop.
10. You never know who is on the other side of the light. It could be the one you love the most.

Your decision affects everyone on the road.

Transportation Safety

Whether children walk, ride their bicycle or take the bus to school, it is extremely important that they take proper safety precautions. Here are some tips to make sure your child safely travels to school:

Walking to school

Review your family's walking safety rules and practice walking to school with your child

- Walk on the sidewalk, if one is available; when on a street with no sidewalk, walk facing the traffic
- Before you cross the street, stop and look left, right and left again to see if cars are coming
- Make eye contact with drivers before crossing and always cross streets at crosswalks or intersections
- Stay alert and avoid distracted walking

Riding a bicycle to school

Teach your child the rules of the road and practice riding the bike route to school with your child

- Ride on the right side of the road, with traffic, and in single file
- Come to a complete stop before crossing the street; walk bikes across the street
- Stay alert and avoid distracted riding
- Make sure your child always wears a properly fitted helmet and bright clothing

Riding the bus to school

Teach your children school bus safety rules and practice with them

- Go to the bus stop with your child to teach them the proper way to get on and off the bus
- Teach your children to stand six feet (or 3 giant steps) away from the curb
- If your child must cross the street in front of the bus, teach him or her to walk on the side of the road until they are 10 feet ahead of the bus; your child and the bus driver should always be able to see each other



Driving your child to school

Stay alert and avoid distracted driving

- Obey school zone speed limits and follow your school's drop-off procedure
- Make eye contact with children who are crossing the street

School Safety

Many school-related injuries are completely preventable. Follow these steps to ensure your child's safety at school:

Preventing backpack-related injuries

Choose a backpack for your child carefully; it should have ergonomically designed features to enhance safety and comfort

- Ask your child to use both straps when wearing their backpack to evenly distribute the weight on their shoulders
- Don't overstuff a backpack; it should weigh no more than 5 to 10 percent of your child's body weight
- Rolling backpacks should be used cautiously since they can create a trip hazard in crowded school hallways

Preventing playground-related injuries

To reduce strangulation hazards on playgrounds, have your child leave necklaces and jackets with drawstrings at home

RISK CONNECTION

REDUCING RISK FOR YOU AND YOUR EMPLOYER

The Value of Post-incident Risk Control



By Cindy Mallet
GMA Director of Risk Management

Most of our risk control activities, such as employee training, site inspections, and PPE policies, are designed to prevent accidents and injuries. These efforts are essential tools to reduce risk and enhance safety for employees and citizens.

But what happens after an incident does occur? Does risk control still have a role to play? Absolutely! What occurs in the hours and days immediately following an incident can have a significant impact on the ultimate outcome of a claim.

Why Timing Matters

One of the easiest, and arguably most important, post-accident risk control tasks is early claim reporting. “Lag time” measures how quickly a claim is reported to the insurance provider. Reducing lag time can lower uncertainty, build trust, and position everyone involved for the best possible outcome.

There is also a significant cost factor. Consider this:

- Injuries reported in the fifth week cost nearly 45% more than those reported in the first week. (Hartford study)
- Employees whose claims are reported more than four weeks after the injury are 48% more likely to engage an attorney. (NCCI study, 2015)

Though these studies highlight workers’ compensation specifically, early reporting can also help control costs of other claim types, including automobile accidents, employment-related allegations, law-enforcement claims, damage to property owned by your organization, and others. In fact, in some cases, delayed reporting can result in a denial of coverage, so timely notification is critical.

The reasons are straightforward. Early reporting allows the investigation to begin while evidence is still available, memories are fresh, and conditions remain unchanged. It also creates opportunities to identify other potentially responsible parties, preserve recovery rights, and address issues before they become more complicated or costly.

“No one wants an employee to be injured or a citizen to experience damage or injury... But when an incident does occur, time quickly becomes one of our most valuable assets.”

Post-Incident Activities as Risk Control Techniques

Timely reporting is just one component of effective post-incident risk control. Several other activities can also make a meaningful difference in the ultimate outcome:

- Providing appropriate medical attention.
- Taking steps to prevent additional damage or injury.
- Securing the scene.
- Photographing conditions before anything changes.
- Preserving video footage.
- Identifying witnesses.
- Completing a detailed incident report.
- Coordinating with legal counsel when appropriate.

Every day that passes makes these tasks more challenging. Over time, witnesses move on, security footage may be overwritten, weather can change an accident scene, damaged property is repaired or discarded, and important details naturally fade from memory.

How You Can Help

We want to help position your entity for the best possible claims outcome, and your prompt response following an incident plays an important role in achieving that goal. When an accident or reportable incident occurs:

- Submit a claims report as soon as reasonably possible, even if you are unsure whether a claim will ultimately develop. Be sure to use the correct claim form and established claim reporting procedures.
- Include as much information as you have available, but do not delay reporting while trying to gather every detail. Additional information can always be provided later.
- Secure and preserve photographs, videos, and other evidence whenever possible.
- Identify witnesses and obtain contact information and/or witness statements before memories begin to fade.
- Obtain and maintain police reports or other documentation of the incident.
- When available, provide photographs, videos, police reports, incident reports, and witness statements to the assigned claims adjuster at CorVel (workers' compensation TPA) or Gallagher Bassett (TPA for GIRMA property and liability claims).



We Are Here to Assist

Our shared goal is not simply to resolve claims. We want to protect your organization, your employees, and your citizens and customers while working toward fair, efficient, and well-informed resolutions.

Risk control does not end when an incident happens. In some cases, that's when it matters most. If you are ever uncertain whether an incident should be reported, please contact us. We are always happy to help you determine the best next steps.

LAW ENFORCEMENT MATTERS

REDUCING RISK FOR PUBLIC SAFETY AGENCIES



Why Seatbelt Use Matters for Municipal Workers

✔ Protect city employees ✔ Safeguard public resources ✔ Minimize service disruption

By Griffin Attaberry
GMA Law Enforcement Risk Consultant

For municipal employees, seatbelt usage is more than a personal safety choice—it's a core responsibility tied directly to public service. Whether operating a city vehicle, responding to community needs, or simply traveling between job sites, employees represent the municipality every time they are on the road.

Wearing a seatbelt ensures workers remain protected in sudden stops or collisions, significantly reducing the likelihood of serious injury. This simple act supports continuity of public service by preventing avoidable injuries and minimizing disruptions to essential operations.

Municipal workers often drive in varied conditions, from congested downtown areas to rural routes or active work zones. These environments can introduce unexpected hazards, making seatbelts the front-line defense against crash related injuries. High compliance among employees directly benefits the municipality by decreasing workers' compensation claims, reducing lost work time, and lowering the financial and administrative strain caused by preventable accidents. As emphasized in municipal risk management materials, clear seatbelt

policies are not only required but are central to cultivating a culture of safety and responsibility.

Seatbelt use also sets a standard for the community. Public employees serve as visible safety leaders, and consistent adherence to seatbelt policies demonstrates the municipality's commitment to protecting both its workforce and its residents. When citizens observe city staff modeling proper safety behavior, it reinforces broader public safety messaging and supports community wide injury prevention efforts. For departments that routinely interact with the public, such as public works, utilities, parks and recreation, code enforcement, and public safety, this example is particularly influential.

Ultimately, seatbelts are a simple, proven tool that protects municipal employees, safeguards public resources, and strengthens the reliability of community services. By wearing a seatbelt every time they're in a vehicle—city-owned or personal—municipal employees help uphold the standards set in local policy, reduce preventable injuries, and contribute to a safer workplace and community.



By Weston Cox
GMA Risk Control Consultant

SAFETY COORDINATOR ESSENTIALS

Responsibilities of the Safety Coordinator

As we prepare for our upcoming Safety Coordinator Essentials regional training, it is important to understand the purpose and responsibilities of the Safety Coordinator role. Safety Coordinators serve as key partners in promoting a proactive safety culture within their organization. As members of the Risk Control Team, our goal is to provide the knowledge, resources, and best practices needed to help you build and maintain an effective internal safety program.

Core Responsibilities

- **Primary Point of Contact:** Serve as the organization's primary contact for Risk Control activities, including safety visits, claims reviews, and the scheduling of safety training.
- **Safety Communication:** Review loss trends and claims data to identify areas of concern. Communicate these findings with leadership and employees to help prioritize safety initiatives and reduce future losses.
- **Coordinate Training and Implement Policies:** Identify safety training needs based on workplace hazards, claims history, and operational risks. Coordinate onsite, regional, or online training opportunities and reinforce established safety policies and expectations.
- **Facilitate Quarterly Department Safety Meetings:** Conduct regular safety meetings that focus on recent incidents, lessons learned, hazard identification, and strategies to prevent future accidents. Encourage employee participation and open discussion of safety concerns.
- **Coordinate Safety Inspections:** Conduct or assign routine facility inspections using standardized checklists to identify maintenance deficiencies, housekeeping issues, and workplace hazards. Ensure corrective actions are documented and completed.
- **Support Accident Investigations:** Assist department leadership in investigating workplace accidents to determine root causes and identify whether incidents were preventable. When appropriate, recommend corrective actions and communicate lessons learned to help prevent similar incidents.
- **Identify and Address Safety Hazards:** Use information gathered from claims reviews, inspections, safety meetings, and incident investigations to recognize recurring trends and emerging risks. Proactively address hazards before they result in injuries or property damage, strengthening the organization's overall safety program.



UPCOMING
TRAINING

Safety Coordinator Essentials

FULL DAY | 8:30AM-3:00PM

August and September

SAFETY THEME

NATIONAL PREPAREDNESS MONTH • SEPTEMBER 2026

NATURAL AND MANMADE DISASTERS

Sponsored by the Federal Emergency Management Agency and held annually in September, National Preparedness Month is time to remember that natural and man-made disasters can strike any time. It's important to have a planned response when you're at work, at home, or on vacation. Post the following theme posters to share these tips with municipal workers.

The National Safety Council offers preparation tips specifically for earthquakes, floods, hurricanes and tornadoes, and how to minimize fire risks. Federal agencies, like Ready.gov and the National Oceanic and Atmospheric Administration (NOAA), also are valuable resources for emergency preparedness. When you face a natural or man-made emergency, try to stay informed through radio, TV or the Internet. In some cases, however, cable, electric and cell phone service will be disabled, making communication nearly impossible.

WEATHER-RELATED DEATHS AND INJURIES IN 2025 (U.S.)

72,360

WEATHER EVENTS RECORDED

889

DEATHS

1,331

INJURIES

Heat, floods and winter weather were responsible for the most deaths that year, according to [Injury Facts](#).

GENERAL PRECAUTIONS FOR ANY DISASTER

- Make sure at least one family member knows first aid and CPR.
- Download the FEMA app for resources, weather alerts and safety tips.
- Have a family communication plan in place; all members should review and practice the plan.
- Have all family members' and other important phone numbers written down or memorized.
- Have an emergency kit in your car and at least three days of food and water at home.
- Be sure to store all important documents—birth certificates, insurance policies, etc.—in a fire-proof safe or safety deposit box.
- Know how to shut off utilities.

Home Kit CHECK EVERY SIX MONTHS

One gallon of water per person per day for three days · three days of nonperishable protein-packed food you can cook without electricity, plus pet food · can opener · hand-crank or battery-powered radio · flashlight and extra batteries · first aid kit · basic tool kit for shutting off utilities · hand sanitizer and garbage bags · plastic sheeting and duct tape · whistle to signal for help

Car Kit KEEP IN THE TRUNK

Inflated spare tire, wheel wrench and tripod jack · jumper cables · tool kit or multipurpose tool · flashlight and batteries · reflective triangles, vest and bright cloth · first aid kit · nonperishable high-energy food · drinking water · compass · phone car charger · fire extinguisher · duct tape · rain poncho · snow brush · shovel · washer fluid · warm clothing · cat litter for traction · blankets

WHERE TO PREPARE

ready.gov · nsc.org · redcross.org · weather.gov · noaa.gov



READY.GOV



NSC



FEMA APP

FLOODS

NATIONAL PREPAREDNESS MONTH • SEPTEMBER 2026



6 inches

of water can stall
a vehicle

2 feet

can carry away
most vehicles

30+ feet

how high flash
flood water can rise

NO. 1

weather-related killer
in the U.S. (ARC)

**“TURN AROUND.
DON’T DROWN.”**

Densely populated areas have a higher risk for flash floods than rural areas. Flash floods can occur within minutes or hours of heavy rainfall, and water can rise as high as 30 feet or more. Even small streams and creeks can flood rapidly and cause damage. Slow-moving thunderstorms are a common cause of flash floods.

Flash floods can move homes and cars, uproot trees and destroy bridges. Because floods happen with little to no warning, residents in low-lying areas are particularly at risk.

If you’re driving and approach a water-covered road, turn around. Just 6 inches of water can stall a vehicle, and 2 feet can float most cars, trucks and SUVs.

“Flash floods are short-term events occurring within six hours of the causative event (heavy rain, dam break, levee failure, rapid snowmelt and ice jams) and often within two hours of the start of high-intensity rainfall.”

—National Weather Service

STAY HIGH AND DRY

- Know your proximity to rivers, streams and dams.
- During heavy rain, avoid underpasses, underground parking garages and basements.
- Avoid hiking or camping if thunderstorms are predicted.
- Develop an evacuation plan for your family.
- Don’t walk in water above your ankles; you can be swept off your feet in as little as 6 inches of rushing water.
- Turn off the electricity and other utilities.



Photo: Cory Worden, Houston Health Department, provided by National Safety Council

WHERE TO PREPARE

ready.gov • redcross.org • weather.gov



READY.GOV



ARC



NWS

HURRICANES

NATIONAL PREPAREDNESS MONTH • SEPTEMBER 2026



HURRICANES CAN BE FORECAST SEVERAL DAYS AHEAD OF LANDFALL, GIVING RESIDENTS TIME TO TAKE PRECAUTIONS.

IN THE PATH OF A HURRICANE

- Board up windows and secure loose items like patio furniture.
- Know where to go in the event of an evacuation and how to get there. Establish an assembly point for family members to meet if separated. Choose one person everyone can contact with their whereabouts and status.
- Take shelter in a sturdy building; avoid isolated sheds or other small structures, open areas, hilltops, the beach or boats.
- If you are driving in heavy rain, try to safely exit the road, stay in the vehicle and turn on the emergency flashers.
- Never drive into flooded areas; if flood waters rise around your car, abandon the car and move to higher ground.
- Contact your local emergency management agency for information.
- Avoid contact with electrical equipment, cords, metal and water.
- Listen for warning sirens, stay away from windows and exterior doors, and seek shelter in a bathroom or basement.
- Stay indoors until authorities tell you it's safe to go outside. Hurricanes can cause massive flooding.
- Learn about safe cleanup from local authorities, or visit [ready.gov](https://www.ready.gov).
- Get FEMA hurricane updates.

74 MPH

is the sustained wind speed that classifies a hurricane—but tropical storms at 39 to 73 mph cause loss of life and property too. Season runs June through November, peaking early to mid-September.

RESPONSE AND RECOVERY

Hurricanes Harvey and Irma in Texas and Florida in 2017 were devastating. Houston safety specialist Cory Worden experienced first-hand the devastation caused by Harvey. “With the citywide response to and recovery from Harvey still entirely under way, several near-miss events have occurred,” he said days after the storm in NSC/*Safety+Health*.

WORDEN’S TIPS FOR CREWS RETURNING RESIDENTS HOME SAFELY:

- Make sure electricity is turned off to avoid electrocution.
- While attempting to return to a flooded home to gather belongings, beware of stepping into a swimming pool or manhole not visible beneath the flood water; this could lead to drowning.
- Do not wade through flood water without protective equipment; flood water could contain enormous amounts of bacteria, oil, hazardous materials, solid waste and other contaminants that if ingested, absorbed or inhaled can cause illness or death.
- In areas with mold, mildew or other respirable hazards, facial hair will break the seal on a respirator; it's extremely important to maintain a seal to prevent inhalation of contaminants, so remove any facial hair.
- Heat and humidity can easily cause heat stress or worse, so take proper work/rest cycles and hydrate.

MORE INFORMATION

The National Hurricane Center • American Red Cross • Ready.gov



HURRICANE



ARC



READY.GOV

TORNADOES

NATIONAL PREPAREDNESS MONTH • SEPTEMBER 2026



NOT ONE STATE IN THE CONTINENTAL U.S. HAS ESCAPED THE WRATH OF TORNADOES. THEY CAN STRIKE AT ANY TIME OF THE YEAR.

Photos: Top, iStock/ W.W. Webb, Hurricane Helene damage in Coffee County, Ga, in September 2024. Below, iStock/Giuliano Domenichini, tornado progression in a rural area.



WATCH

Conditions are favorable for a tornado to form. Stay alert and know where you will shelter.



WARNING

A tornado has been spotted in your area. Take shelter immediately.

IF A TORNADO IS SPOTTED

- Seek shelter immediately.
- If you're away from home, seek out a basement, interior corridor, tunnel or underground parking lot.
- Avoid auditoriums, upper floors of buildings, trailers and parked vehicles.
- Stay away from all windows and cover yourself with a rug for protection against flying glass and debris.
- If you're out in the open, lie flat in a ditch or other low-lying area and protect your head; stay away from poles or overhead lines.
- If you're driving, drive to a sturdy shelter; if you can't escape it, get out of the vehicle and seek a low-lying area.
- If you're at home, head for the basement and take cover under a heavy table or workbench; if you don't have a basement, go into a windowless room in the center of the house.

50%

of tornado-related injuries after a tornado in Marion, Ill., were suffered during rescue attempts, cleanup and other post-tornado activities, according to a CDC study.

In Georgia, tornado season March to May with a secondary fall peak, according to the National Oceanic and Atmospheric Administration.

When tornado sirens blare, you have minutes to get to safety. Ask whether your workplace has a designated shelter area, a way to alert every employee, and a plan for the cleanup that follows.

MORE INFORMATION

Wireless Emergency Alerts · [Evacuation Safety](#) · [Ready.gov](#)



ALERTS



NWS



READY.GOV

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	☐	☐
Emergency numbers posted	☐	☐
Fire extinguishers available/serviced	☐	☐
Fire alarm panel showing system is operational; no warning lights.	☐	☐
Automatic sprinkler system control valve locked in open position.	☐	☐
Automatic sprinkler heads clear of storage within three feet.	☐	☐
Flammable, combustible liquids stored in UL-listed containers.	☐	☐
Flammable, combustible liquid containers stored in proper cabinet or container.	☐	☐
Smoking, No Smoking areas designated/marked.	☐	☐
Any cigarette butts noticed in No Smoking areas.	☐	☐

Comments: _____

Housekeeping

Stairwells clear of combustible items.	☐	☐
Furnace, hot water heater, and electrical panel areas clear of combustible items.	☐	☐
Work and public areas are clear of extension cords, boxes, equipment, or other tripping hazards.	☐	☐
Floor surfaces kept clear of oils, other fluids, or water.	☐	☐
Stored items are not leaning or improperly supported; heavy items are not up high.	☐	☐

Comments: _____

Slip/Trip/Fall

Stair treads are in good condition; not worn, damaged or loose.	☐	☐
Handrails for all stairs/steps.	☐	☐
Guardrails for all elevated platforms.	☐	☐
Stair handrails are in good condition; not loose or broken.	☐	☐
Floor surfaces are even, with non-slip wax if applicable.	☐	☐
All rugs are held down or have non-slip backing.	☐	☐
Any holes, pits or depressions are marked with tape, barricades, or guardrails.	☐	☐
Wet floor signs are available and used.	☐	☐

Comments: _____

General Self Inspection Program

Public Safety

Yes No

Public areas kept clear of storage and supplies.	☐	☐
Emergency lighting for public assembly areas in buildings.	☐	☐
Evacuation plans posted for public assembly areas in buildings.	☐	☐
Public areas have necessary warning or directional signs.	☐	☐
Construction work has barriers, covers, and markings.	☐	☐
Street and road signs noted in good condition, clear of obstructions.	☐	☐
Sidewalks smooth and even; no holes, no raised or broken areas.	☐	☐

Comments: _____

Employee Safety

Safety Meetings

Held in the department.	☐	☐
Meetings held ___ monthly ___ quarterly ___ other _____ ; documented	☐	☐
Different topic each time.	☐	☐
Covers department safety rules.	☐	☐

Safety Rules

Rules specific for this department.	☐	☐
Rules are written, posted in the department.	☐	☐
Reviewed with new employees.	☐	☐

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.	☐	☐
Employees trained on proper use.	☐	☐
Equipment properly maintained.	☐	☐
Shop equipment has proper guards to protect from pinch or caught-between type injuries.	☐	☐
Chemicals used in the department.	☐	☐
MSDS sheets available; employees trained on hazards, proper use, proper PPE to use.	☐	☐

Comments: _____

Auto and Equipment

Seat belts provided.	☐	☐
Seat belts required to be used.	☐	☐
Drivers noted wearing seat belts.	☐	☐
All lights working including strobe lights, turn signals.	☐	☐
Tires in good condition, tread, sidewalls.	☐	☐
Glass in good condition; not cracked, broken.	☐	☐
Reflective tape, signs in good condition.	☐	☐
Any periodic, documented, self-inspection of the vehicles/equipment.	☐	☐
Proper guards on mowers, other equipment.	☐	☐

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

GMA RISK CONTROL OFFICE

Dennis Watts

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

Kayla Frazier

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

LAW ENFORCEMENT RISK CONSULTANTS

David Trotter

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

Griffin Attaberry

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

RISK CONTROL CONSULTANTS

Vincent Scott

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

Weston Cox

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

