



SHARE

SEPTEMBER 2026

ISSUE #4

SAFETY HEALTH AND RISK E-CONNECT NEWSLETTER

A close-up photograph of a pile of vibrant autumn leaves in shades of orange, yellow, and red. A black metal rake with a wooden handle is positioned in the lower right corner, partially buried in the leaves. The background is softly blurred, emphasizing the texture and colors of the foliage.

Introducing FALL CLEANING

*Lead your office in a new tradition—
a fall safety sweep of the workspace.*
- p. 10

WORK ZONE RULES

The updated MUTCD changed
what your crew needs on the
road. - p. 5

SAFETY POLICY

Why your personnel manual
needs a safety section. - p. 7

HIRING AND LIABILITY

Screen out problem officers
before they reach the street. - p. 8

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Cover photo: iStock/Elenathewise

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



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UPCOMING WEBINARS AND TRAINING

Workers Compensation Overview

WEBINAR

Oct. 15 - 1:00PM [↗](#)

Safety Coordinator Essentials

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

Sept. 23 - Cartersville, GA [↗](#)

PAST WEBINARS ON YOUTUBE

Law Enforcement Crisis Communications

Oct. 15, 2025 [↗](#)

View more webinars on YouTube!

@LGRMSofficial [↗](#)



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 September 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.

September is National Preparedness Month, and it is a good moment to look at readiness as something broader than a storm plan. The articles in this issue deal with the work that happens before an incident: a work zone set up correctly the first time, a written safety policy every employee has read, a hiring process that screens out problems before they reach the street, and an office walk-through that finally finds the hazard nobody has reported. Those are the habits that determine how a city performs when conditions turn.

In this issue

Is Your Work Zone Up to Date?

Vincent Scott walks through Part 6 of the 11th Edition MUTCD and what it means for local crews doing road construction, maintenance, utility work and short-duration operations. A major emphasis of the current

edition is accounting for all road users—including pedestrians, bicyclists and people with disabilities—when planning and operating a work zone. The article pairs with a four-question pop quiz on sidewalk closures, short-duration setups, signs left up over a weekend and where equipment belongs in a lane closure. Answers follow on the next page.

Building a Safer City Starts with the Personnel Manual

Weston Cox makes the case for a strong safety policy as a standing section of the city's personnel policy manual. Without one, cities face inconsistent practices, greater liability exposure and a culture where safety gives way to daily operations. He outlines the key components—a statement of commitment from leadership, defined roles and responsibilities, nonpunitive hazard reporting and incident investigation, training requirements, PPE, return-to-work, vehicle safety and disciplinary consequences—and recommends an annual review.

Hire Right, Intervene Early

David Trotter covers two of the most effective liability controls available to a law enforcement agency: who you hire and how early you notice trouble. The article includes a hiring policy checklist covering employment standards, written applications, structured oral interviews, comprehensive background investigations,

conditional offers, psychological inventories and medical and drug screening. It also explains early intervention systems as supervisory tools rather than discipline, with a list of common triggers and resources including the National Decertification Index and Georgia POST Council.

Safety Theme: Office 'Fall Cleaning'

This month's theme moves the hazard hunt indoors. Public works and public safety get credit for the hazardous work, but city offices hold their own risks—tipping file cabinets, overhead storage, cords across walkways, blocked exits. The theme is built as a six-stop group exercise you can run standing up in the room you are discussing, followed by discussion questions and a one-page checklist to hand every employee before they sit back down.

Training Alert

Safety Coordinator Essentials is offered as a full-day regional session in Cartersville on Sept. 23, and our Workers' Compensation Overview webinar is scheduled for Oct. 15. Check our training calendar for additional training events open to GMA members at no cost. Training details: riskcontrol.gacities.com/lgrms-calendar

The next issue of SHARE will be published on or about Oct. 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

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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 Page

Guidance for communicating important safety information to your team.

Theme Poster

Make copies to share in your safety meeting or post wherever you will get the most impact.

Safety Meeting Agenda

- Assemble participants.
- Hand out copy of theme poster.
- 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



Is Your Work Zone Up to Date?

Follow work zone traffic control requirements and guidance from the updated MUTCD.

By Vincent Scott
GMA Risk Control Consultant

GMA Risk Control recommends that all local municipal departments performing road construction, maintenance, utility work, and even short-duration roadway operations follow Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD), 11th Edition. These operations can create significant risks for employees and the traveling public.

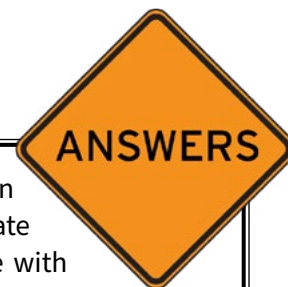
For local governments, compliance starts with planning. The Georgia Department of Transportation (GDOT) requires appropriate advance-warning signs, approved channelizing devices and trained flaggers for roadway operations. Work zones should be routinely inspected and adjusted as conditions change. Even temporary work must keep safe, accessible routes open for pedestrian and bicycle travel.

The 11th Edition MUTCD Part 6 – Temporary Traffic Control (TTC) establishes requirements and guidance for signs, pavement markings, channelizing devices, flagging operations, temporary signals, pedestrian accommodations and other traffic-control measures. A major emphasis of the current edition is considering **all road users**—including motorists, pedestrians, bicyclists and people with disabilities—when planning and operating a work zone.

POP QUIZ

- 1. Your crew will be working in the sidewalk for three weeks. You post a SIDEWALK CLOSED sign at each end of the work area. Are you compliant?**
 - A) Yes—the closure is marked
 - B) Yes, if pedestrians can walk in the roadway
 - C) No—you must also provide an accessible alternate route, signed in advance
 - D) No—sidewalks can't be closed over 72 hours
- 2. A two-person crew is replacing a stop sign. It takes 15 minutes. What's required?**
 - A) Nothing—short-duration work is exempt
 - B) A full sign series and taper
 - C) Advance warning, vehicle warning lights, and high-visibility apparel
 - D) A flagger
- 3. Crew finishes Friday, returns Monday. ROAD WORK AHEAD and FLAGGER AHEAD stay up all weekend. Problem? Yes or No.**
- 4. On a lane closure, where do the truck and the pipe go?**
 - A) In the buffer space between the taper and the work area
 - B) In the closed lane beyond the work area
 - C) In the taper
 - D) Anywhere inside the cones

ANSWERS ON NEXT PAGE



The Federal Highway Administration (FHWA) has also expanded and reorganized Part 6 into dedicated chapters covering pedestrian and worker safety, flagger control, one-lane/two-way traffic control, signs, markings, channelizing devices and other TTC applications.

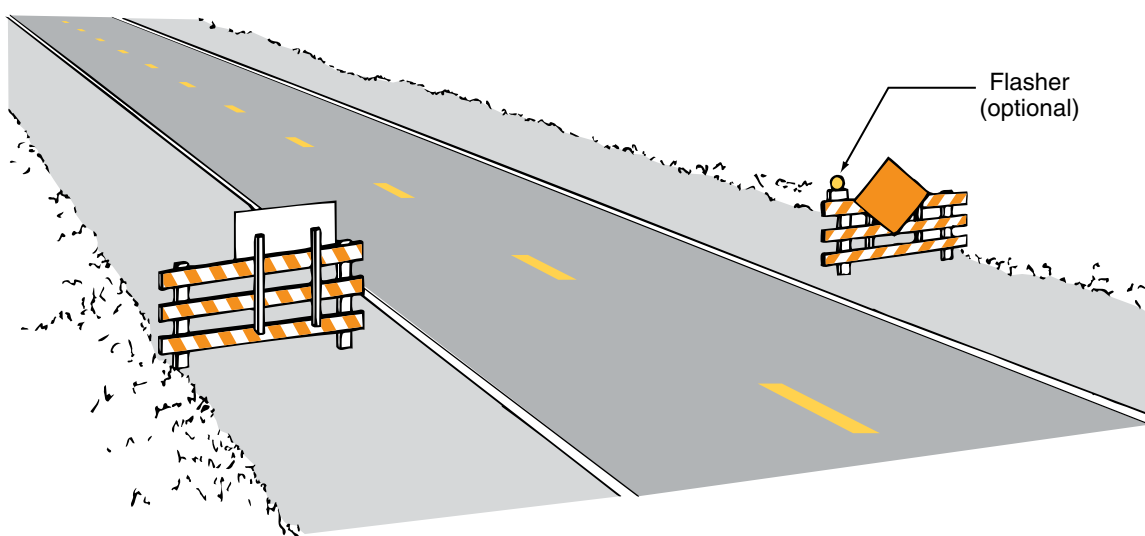
In addition to the MUTCD, Georgia local governments should ensure their temporary traffic control practices follow applicable GDOT requirements. GDOT's work-zone policies use Part 6 of the MUTCD as the foundation for temporary traffic control plans. Proper TTC practices protect employees and the public while also strengthening the local government's risk-management position.

1. **C.** A closure sign isn't an accommodation. The alternate route must be usable by people with disabilities, and the advance sign goes at the last point where someone can cross.
2. **C.** Short-duration work gets relief from some devices, because setup and takedown carry their own risk. Fewer devices isn't no devices.
3. **Yes—a violation.** Signs that no longer apply must be removed or covered. Leaving them up teaches drivers that your signs don't mean anything.
4. **B.** The buffer is recovery room for a driver who misses the taper. It stays clear of workers, equipment and materials.

Source: Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD), 11th Edition

[Print version:](#)

[Digital version:](#)



BARRICADES

MUTCD Figure 6F-2. Methods of Mounting Signs Other Than on Posts

RISK CONNECTION

REDUCING RISK FOR YOU AND YOUR EMPLOYER



Building a Safer City Starts with the Personnel Manual

A strong safety policy is an essential section to include

By Weston Cox
GMA Risk Control Consultant

One unsafe shortcut, missed hazard report, or unclear expectation can lead to injury, a costly claim, and lost public trust. For cities, a strong safety policy is a practical tool for protecting employees, residents and municipal resources.

A safety policy is one of the most important sections a city can include in its personnel policy manual. It sets expectations for employees, supervisors and elected officials, establishing safety as a shared responsibility across every department—from public works crews to office staff. A well-drafted policy protects employees, helps the city comply with GMA Risk Control practices and state workplace safety requirements, and can reduce the frequency and severity of workers' compensation claims, ultimately saving cities money.

Without a written policy, cities risk inconsistent practices, increased liability exposure, and a workplace culture in which safety takes a back seat to daily operations.

The policy should be a living document, reviewed annually and updated to reflect changes in state law, equipment or operations. Cities are encouraged to involve their risk managers, department heads or safety committees in drafting and reviewing the policy

to ensure it aligns with best practices and current regulatory requirements. By building a comprehensive safety policy into the personnel manual, cities show that employee well-being is a priority and create a documented framework that supports accountability, consistency and a safer workplace for everyone.

Key Components

- A safety policy section should open with a **statement of commitment** from city leadership affirming that safety is a core value and a condition of employment.
- It should define **roles and responsibilities** for the governing body, department heads, supervisors and individual employees.
- The policy should establish **hazard reporting and incident investigation procedures**, providing a straightforward, nonpunitive process for reporting unsafe conditions, near misses and injuries.
- It should also address **training requirements**, including new-employee orientation, job-specific safety training, and periodic refreshers.
- Other essential elements include guidelines on **personal protective equipment, return-to-work and/or light-duty program, vehicle and equipment safety**, and **disciplinary consequences** for repeated or willful safety violations.

LAW ENFORCEMENT MATTERS

REDUCING RISK FOR PUBLIC SAFETY AGENCIES



Hire Right, Intervene Early

How to protect law enforcement agencies from risk by hiring and retaining officers of strong character

By David Trotter
GMA Law Enforcement Risk Consultant

One of the most important responsibilities for law enforcement leaders is staffing. Hiring qualified, credible officers of upstanding character to represent your agency is essential to maintaining the agency's integrity. It also reduces exposure to liability, scandal and reputational harm within the community. The people you hire and retain also influence the culture of your entire department.

There are steps you can take to lessen the likelihood of hiring a bad actor. A sound hiring policy, applied consistently, can reduce liability and exposure.

Hiring Policy Checklist

- ✔ **Employment standards:** These should be made clear to every candidate, so applicants understand the position's requirements and agency expectations.
- ✔ **Written application:** A comprehensive written application process and review should include questions that help determine the candidate's eligibility.
- ✔ **Oral interview:** The interview is the beginning of the background investigation. Interview questions

should be written in advance and asked the same way of all candidates. All responses should be recorded, and the agency should use a rating system based on established criteria.

✔ **Comprehensive background investigation:** The background investigation should include, at a minimum, criminal history, driver history, employment history, personnel records, and personal and work references. Investigators should make every effort to interview the references provided by the candidate.

✔ **Conditional offer of employment:** Once the candidate has passed the initial application process, a conditional offer of employment should be issued, contingent upon passing a psychological or personality inventory, as well as medical and drug screening.

✔ **Psychological or personality inventory:** This assessment can help determine whether a candidate has the judgment, temperament and emotional stability needed for the demands of law enforcement work.

✔ **Medical and drug screening:** These screenings should help ensure the candidate can perform the job's essential functions and comply with the agency's drug-free workplace standards.

Another essential component for protecting your agency and officers is a comprehensive personnel early intervention system. These systems are supervisory tools, not disciplinary processes. They can help identify symptoms of stress or other behaviors that could pose a threat to the community, other officers, or the department.

When used properly, intervention can save an officer's career and give the officer an opportunity to better meet the agency's mission and values. This may include remedial actions such as training or a performance improvement plan.

Early Intervention Triggers

- Complaints
- Domestic misconduct
- Use-of-force incidents
- Civil litigation
- Use of deadly force
- Performance evaluations
- Use of personal and sick leave
- Preventable motor vehicle accidents

A sound hiring process, combined with an early intervention or warning system, is one of the most important practices for keeping your agency running smoothly and reducing liability.

Additional Resources

- [National Decertification Index \(NDI\)](#):
The NDI is a national pointer system that flags whether an officer has been decertified in another state. Access is limited to authorized agencies and POST bodies; registration is required.
- [Georgia POST Council](#):
Verify certification status, training history and any disciplinary action taken in Georgia. Georgia agencies also carry reporting obligations when an officer is hired or separates. Confirm your agency is current on those filings, since incomplete reporting undermines the system all agencies rely on.

GMA Member Support

Building an ironclad hiring process and early intervention program doesn't have to be done alone. GMA Risk Control provides specialized risk management consulting tailored specifically for municipal law enforcement agencies.

How GMA Law Enforcement Risk Consultants Assist Your Department:

- **Policy Review & Audit:** Guidance on reviewing your agency's hiring policies and background investigation protocols to reduce liability exposure.
- **EIS Design:** Assistance in establishing supervisory Early Intervention Systems that identify officer stress and performance indicators early.
- **Targeted Risk Guidance:** Custom support to help your department meet its mission and values while protecting officer careers.

Need assistance upgrading your systems? Reach out to your GMA Law Enforcement Risk Consultant today to schedule a consultation or policy review.

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[View the field representatives region map:](#)



SAFETY THEME

GUIDANCE FOR LOCAL GOVERNMENT EMPLOYEES

Office ‘Fall Cleaning’

Public works and public safety get the credit for the hazardous work. An office looks like the safe assignment. Then look around.

One city office had an old filing cabinet that opened its top drawer when you pulled the bottom one out—a recipe for a busted head. Somebody pulled a 15-pound digest off an overhead shelf while standing on a swivel chair. People trip over the cord running to the printer.

None of this takes much time to fix. It just takes somebody looking. This month is a good time to look: Call it “fall cleaning” for the workplace, the same way you would spring clean at home.



FACILITATOR NOTE

Run this standing up, in the room you are talking about. Read the opening aloud, then as a group walk the six steps below. Close with the discussion questions and hand every employee the following Fall Cleaning Checklist before they sit back down.

WHERE’S THE HAZARD

GROUP EXERCISE: 6 stops 5 minutes

01 FLOORS & WALKWAYS Stand in the doorway and trace the path from the door to the printer. What is in it?	02 CABINETS & DRAWERS Open the bottom drawer of the fullest cabinet. Does the top one move? Would it tip?	03 REACHING HIGH Find the heaviest thing on the highest shelf. Who gets it down, and what do they stand on?
04 POWER & HEAT Follow every cord back to its outlet. Count the power strips plugged into power strips.	05 LIGHT & STORAGE Walk into the records room and leave the switch alone. Could you work in there?	06 WAY OUT Point to your two nearest exits without looking. Is anything stored in front of either one?

Talk it through

- 1 What is the one hazard in this office that everybody knows about and nobody has fixed? Who owns fixing it, and by when?
- 2 Has anyone here been hurt, or nearly hurt, doing something completely routine at a desk? How?
- 3 Why do office hazards get reported less often than field hazards? What can we do right now that would make reporting one easier?
- 4 Agree on 6-12 office safety rules this group will actually follow, and write them down now.

FALL CLEANING

CHECK YOUR WORKSPACE FOR SAFETY HAZARDS



01 FLOORS & WALKWAYS

- ☐ Walkways clear of boxes, wastebaskets and stacked files
- ☐ No cord or cable crossing a floor anyone walks on
- ☐ Carpet flat and unfrayed; no loose tile or uneven transition
- ☐ Spills wiped up on the spot, not left for someone else
- ☐ Stairs and handrails lit; step-change and elevator sills marked

02 CABINETS & DRAWERS

- ☐ Cabinets loaded bottom-heavy, never top-heavy or overfilled
- ☐ Tall cabinets and shelving anchored to the wall
- ☐ Drawers closed the moment you are done with them
- ☐ Nothing stacked loose on top where it can slide off
- ☐ Opening the bottom drawer does not release the top one

03 REACHING & LIFTING

- ☐ Step stool available and in reach — no chairs, no desktops
- ☐ Heavy binders and record boxes stored at waist height
- ☐ Two people or a cart for anything heavy or awkward
- ☐ Lift with your legs; turn your feet, not your back
- ☐ No dangling jewelry, lanyards, ties or loose sleeves at the shredder

04 POWER & HEAT

- ☐ One strip per outlet — no strip plugged into another strip
- ☐ No frayed cords, taped splices or cracked plugs in service
- ☐ Coffee makers, griddles and heaters clear of paper and fabric
- ☐ Heating appliances off or unplugged at the end of the day
- ☐ Panels and outlets not blocked by furniture or storage

05 LIGHT & STORAGE

- ☐ Lights on in records rooms, closets and storage — nobody works dark
- ☐ Burned-out bulbs reported, not worked around
- ☐ Storage aisles clear; shelves labeled and not overloaded
- ☐ Break room and supply room on a cleaning schedule someone owns
- ☐ Old files and dead equipment purged, not stacked in a corner

06 WAY OUT

- ☐ Fire exits marked, unlocked and clear of storage
- ☐ Everyone on the floor knows two ways out
- ☐ Fire drill held within the last twelve months
- ☐ Enough clear space under a desk to take cover
- ☐ Extinguishers unobstructed and within inspection date

BEFORE YOU FILE THIS AWAY

Report one thing. A slick floor, a dark corner, a bad outlet. Safety is everyone's responsibility!

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

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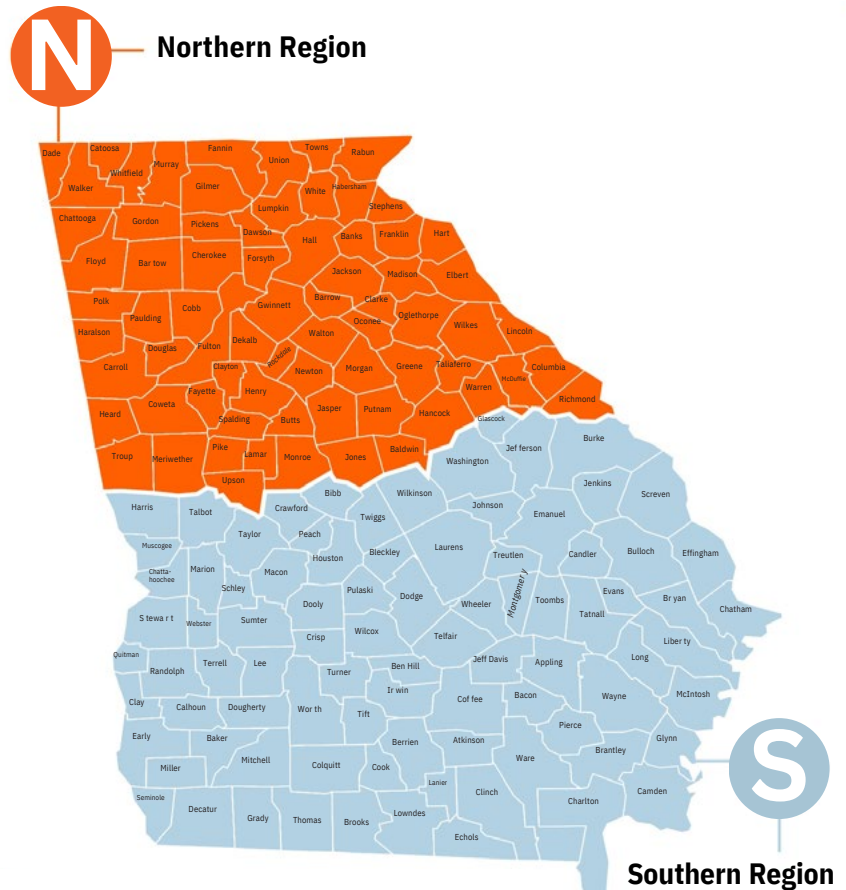
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