Get Started NOW to meet the Application Deadline

September 15, 2020
** UPDATES **

- Eligibility requirements for the 2021 ACCG Safety Discount Program during must be completed between October 1, 2019 and September 15, 2020.

- To apply for the Safety Discount, submit the ACCG-GSIWCF and/or ACCG-IRMA Safety Discount Verification Form(s) to accginsurance@accg.org no earlier than August 3rd and no later than September 15th.

- *NEW* Safety Action Plan for BOTH Insurance Programs
  Develop ONE Safety Action Plan to address your workers’ compensation and/or property and liability loss trends, depending on your organization’s membership in the ACCG Insurance Programs. Each member will be provided with information and loss runs in February. Send a signed copy by May 1st to the Director of Local Government Risk Management Services (LGRMS), Dan Beck at dbeck@lgrms.com.

- If unable to attend ONE LGRMS regional training session to meet the training requirement, then three (3) LGRMS Webinars are an acceptable substitute. The participating employee(s) will summarize each webinar in two paragraphs, print the registrations for the LGRMS Webinars and present these documents to the LGRMS Loss Control Representative during the annual audit. This is in addition to the Safety Coordinator attending the Safety Coordinator Modules.

- Electronic Versions of the Workbook, Safety Action Plan and Forms are Available Online. [accginsurance.org]
  The 2021 Safety Discount Program workbook, the Safety Action Plan template and the fillable Safety Discount Verification Forms are on the ACCG website.
  Also Legal-sized versions of the Panel of Physicians and Bill of Rights for the Injured Worker are on the ACCG website.

- Electronic Versions of the Sample Policies referenced in the workbook are ONLY Available Online. [accginsurance.org/sdpsamples]

- *New* ACCG-GSIWCF Members who qualify for the 2021 Safety Discount will be eligible to apply for the 2021 ACCG-GSIWCF Employee Safety Grant.

Contact Penny Henderson if you have any questions at 404-589-7834 or phenderson@accg.org.
DATE: January 2020

TO: ACCG-IRMA Insurance Contacts & Safety Coordinators
    ACCG-GSIWCF Insurance Contacts & Safety Coordinators

COPY: ACCG-IRMA & ACCG-GSIWCF County Chairmen & Managers
    ACCG-GSIWCF Executive Directors

FROM: Penny J. Henderson
      ACCG Insurance Programs

SUBj : ACCG Safety Discount Program
       ACCG - Interlocal Risk Management Agency 2021 - 2022 Policy Period
       ACCG - Group Self-Insurance Workers’ Compensation Fund 2021 Policy Period

Everyone wins when safety is practiced in the day-to-day operation of County governments. A safer work environment minimizes the frequency and severity of injuries that impact the lives of employees and citizens. Reduced claims also decrease future insurance premiums. Once the ACCG-GSIWCF members have earned the safety discount, they are then eligible to apply for the Employee Safety Grant. County leadership performs an active role by committing to the Safety Discount Program. Ultimately, the County gains financially and again, everyone wins.

The ACCG - Group Self-Insurance Workers’ Compensation Fund Board of Trustees has approved a 7.5% safety discount on the 2021 workers’ compensation premium. The discount is available for both counties and authorities.

The ACCG - Interlocal Risk Management Agency Board of Trustees has approved a 5% safety discount on the property and liability premium. This program is designed for counties to avoid or minimize the frequency and severity of their property and liability losses with an emphasis on law enforcement; therefore, the discount is NOT applicable to authorities.

THE SAFETY DISCOUNT PROGRAM IS AN ONGOING, YEAR-ROUND PROCESS.
The workbook is noticeably thinner this year due to the sample policies only being posted on the website [accginsurance.org/sdpsamples]. Every year we constantly strive to improve the ACCG Safety Discount Program.
The 2021 ACCG Safety Discount Program booklet outlines the conditions members of the ACCG–GSIWCF and ACCG–IRMA Insurance Programs must meet to earn the respective safety discount.

- The Safety Action Plan must be submitted by May 1, 2020 to Dan Beck (dbeck@lgrms.com) at Local Government Risk Management Services.

- If a member belongs to BOTH Insurance Programs, a Safety Discount Verification Form must be completed for each Program. A membership list is provided for EACH Program on pages 18 & 20.

- A Safety Discount Verification Form(s) must be signed by the County Chairman.

- Submit the Safety Discount Verification Form(s) to the email address: accginsurance@accg.org. To retain an evidence of transmittal, use the delivery and receipt confirmation under Options. Please keep the originals for your records.

- Send the Safety Discount Verification Form(s) NO EARLIER than August 3, 2020 and NO LATER than September 15, 2020.

- If the Safety Discount Verification Form is NOT submitted, then the organization will NOT be eligible for the discount.

Creating a Safety Action Plan helps to identify loss trends and prevent similar claims. As a result, the member’s annual contribution can be further reduced through earning a significant safety discount by meeting the requirements in the ACCG Safety Discount Program. The participating ACCG-GSIWCF members, who receive the safety discount, are also eligible to apply for the Safety Grant. The intent of the ACCG Employee Safety Grant Program is to award additional funds to members for the purchase of safety equipment or training. ACCG Insurance Programs wants everyone to succeed!

If you have any questions about the ACCG Safety Discount Program, please contact me at 404-589-7834 or phenderson@accg.org.

cc: David Uhlman, ACCG Property & Casualty Insurance Program Director
    Dan Beck, Director of Local Government Risk Management Services
ACCG SAFETY DISCOUNT PROGRAM

ELIGIBILITY REQUIREMENTS

INTERLOCAL RISK MANAGEMENT AGENCY
[Property & Liability]

and

GROUP SELF-INSURANCE WORKERS’ COMPENSATION FUND

Members of the ACCG Insurance Programs who comply with the following safety incentive discount requirements will be eligible to receive a discount on their annual insurance premiums.

<table>
<thead>
<tr>
<th>Program</th>
<th>Discount</th>
<th>Policy Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCG-IRMA [Counties only]</td>
<td>5% discount</td>
<td>July 1, 2021-22 Policy Year</td>
</tr>
<tr>
<td>ACCG-GSIWCF</td>
<td>7.5% discount</td>
<td>January 1, 2021 Policy Year</td>
</tr>
</tbody>
</table>

The required procedures are the foundation for an effective safety program and are used as a basic guideline for implementing a loss control and safety program. ACCG Insurance Programs encourage the members to provide a safer workplace by adding additional procedures based on the needs of the organization.

The ACCG SAFETY DISCOUNT VERIFICATION FORM must be completed and submitted to ACCG Insurance Programs by September 15, 2020. Local Government Risk Management Services will be notified and will make an appointment to conduct the safety audit. Once the confirmation is received from LGRMS indicating the member has passed their audit, the discount will be applied to the renewal insurance premium.
THE REQUIREMENTS BELOW APPLY TO MEMBERS OF BOTH INSURANCE PROGRAMS. ADDITIONAL REQUIREMENTS FOR IRMA ARE ON PAGE 12 AND GSIWCF ON PAGE 14.

1. A SAFETY COORDINATOR MUST BE APPOINTED. The Safety Coordinator may be any person who works in the organization. A new position does not need to be created in order to comply with these standards. One individual may serve as the ACCG-IRMA and ACCG-GSIWCF Safety Coordinator. The Safety Coordinator is responsible for working with management to coordinate the actions below.

   SAFETY COORDINATOR RESOLUTION [accginsurance.org/sdpsamples]

   o ATTEND SAFETY COORDINATOR MODULES I, II, OR III training presented by Local Government Risk Management Services (LGRMS). The Safety Coordinator is required to take one Safety Coordinator class per year until they have completed all of the modules. Once all three sessions have been attended by the Safety Coordinator, the SAFETY COORDINATOR TRAINING MODULES will not need to be repeated, as long as the Safety Coordinator does not change. If a new Safety Coordinator is appointed by the member, the new Coordinator will need to complete the training. Other employees may also attend this training.

   o COORDINATE SAFETY TRAINING AND IMPLEMENT SAFETY RULES for supervisors and employees. The Safety Coordinator will ensure that appropriate documentation is posted at or near job sites that instruct injured employees how they should proceed in the event of an on-the-job accident.

   o COORDINATE SAFETY INSPECTIONS to help identify potential claim exposures. Items to be documented for periodic inspections are all county vehicles, buildings & grounds, equipment & machinery, and work practices & procedures. LGRMS can provide county members with checklists and other assistance to help comply with this requirement.

   o COORDINATE DEPARTMENTAL QUARTERLY SAFETY MEETINGS. A minimum of four safety review meetings must be held each year within the departments. If all four of the meetings have not taken place by the time the SAFETY DISCOUNT VERIFICATION FORM is due, they must be scheduled to take place in quarterly increments throughout the policy year. A record of the departmental meeting, including topics discussed and a sign-in sheet to verify those in attendance, have to be maintained to document compliance with this requirement.

   o COORDINATE QUARTERLY SAFETY COMMITTEE MEETINGS to review all incidents and accidents [INJURY OR PROPERTY DAMAGE] impacting employees of the organization and the general public. These meetings should include representatives within the organization who can conduct a root cause analysis and document recommendations for improvements to prevent or minimize future occurrences. Records are to be maintained for proof of compliance and follow-up actions implemented.
2. An **EMPLOYEE** from the organization must attend a minimum of **ONE TRAINING SESSION** administered by Local Government Risk Management Services, **in addition** to the Safety Coordinator attending the Safety Coordinator Modules previously described. The selected LGRMS training session may be on any topic that is appropriate for the attendee’s job duties.

**It is preferred that at least one LGRMS’ regional training session is attended; however, if that is not possible, the Training Session requirement may be met by participating in three (3) LGRMS Webinars.** The participating employee(s) must summarize each webinar in two paragraphs and print the registrations for the LGRMS Webinars. Present these documents to the LGRMS Loss Control Representative during the annual audit.

- **Onsite courses and three Webinars DO apply** towards the training requirement.
- **Online courses** (except for the LGRMS Webinars mentioned above) and **Health & Wellness Workshops do NOT apply toward the Safety Discount.**

To meet the Safety Discount deadline, consider taking advantage of the LGRMS training opportunities earlier in the year due to fewer courses being available in the last quarter. A schedule of training sessions administered by LGRMS may be viewed on their website [www.lgrms.com](http://www.lgrms.com) or obtained by calling 800-650-3120.

| The single factor that most often prevents the members from receiving the Safety Discount is NOT completing the training requirement. |
| ALL TRAINING IS TO BE COMPLETED BY SEPTEMBER 15, 2020. |

3. Members agree to cooperate and support the efforts of **LOCAL GOVERNMENT RISK MANAGEMENT SERVICES** and are required to respond to LGRMS’ recommendations in writing within ninety (90) days following a loss control visit. Although the member does not have to conform to the recommendations explicitly, they must take the initiative to develop a plan to address the issue or explain why the opportunity for improvement was not taken.

4. The member shall implement and oversee a **DRUG-FREE WORKPLACE PROGRAM** to include, at a minimum, the following:

- A **DRUG-FREE WORKPLACE NOTICE** on all employment applications and/or in the personnel policy.
- A written **DRUG-FREE WORKPLACE POLICY** regarding drug or alcohol use in the workplace.

  - **MODEL SUBSTANCE ABUSE POLICY**
  - **OBSERVATION CHECKLIST**
  - **PRE-EMPLOYMENT CONSENT AND RELEASE FORM**
  - **SAFETY SENSITIVE POSITIONS**

Sample policies are located on the website. [accginsurance.org/sdpsamples]
5. **A Seat Belt Policy** must be implemented and enforced by the member. The purpose of this policy is to establish mandatory seat belt use as an organizational priority and designate responsibility for implementation and enforcement. It is essential that DRIVERS and PASSENGERS use their seat belts while traveling on official company business.

The **Seat Belt Policy** applies to all employees and occupants of any vehicle driven by employees, including rentals and personal vehicles when used on official company business. The driver of the vehicle is responsible for enforcing seat belt use by all occupants. When possible, it is also the employee’s duty to use a seat belt while operating equipment.

The member shall emphasize to the new employee the county/authority recognizes that seat belts are extremely effective in preventing injuries and loss of life in a crash. This commitment will be demonstrated by requiring a **Seat Belt Policy** and taking reasonable steps to enforce compliance with the policy. Managers and supervisors have an obligation to strongly encourage seat belt usage by communicating the benefits to their employees, monitoring compliance, evaluating effectiveness and taking disciplinary action against violations.

**Seat Belt Policy [Sample 1 & 2]** [accginsurance.org/sdpsamples]

6. **A Cell Phone Policy** must be implemented and enforced by the member for elected officials, officers and employees who require the use of cellular telephones (“cell phones”) in the performance of their official duties or employment. The purpose of this policy is to establish proper cell phone use as an organizational priority and designate responsibility for implementation and enforcement.

Those whose job responsibilities include regular or occasional driving and who have a cell phone for business use shall not use their phone while operating a motor vehicle on any public roadway, except in accordance with state law.

County-owned cell phones shall be used for county business only. All records pertaining to county-owned cell phones and all records pertaining to approved personnel’s personal cell phones that relate to county business are subject to Georgia Open Records Act requests.

Managers and supervisors have an obligation to strongly encourage proper cell phone usage by communicating the benefits to their employees, monitoring compliance, evaluating effectiveness and taking disciplinary action against violations.

**Cell Phone Policy [Sample]** [accginsurance.org/sdpsamples]
7. Safety Action Plan

*NEW* For the 2021 Safety Discount Program, the Safety Action Plan requirement applies to BOTH ACCG-GSIWCF and ACCG-IRMA members. Only ONE Safety Action Plan needs to be developed regardless of whether membership is in one or both Insurance Programs. If a constitutional officer wants to develop a separate plan, that is acceptable.

In February, each member will be provided with loss history to assist in an updated analysis. The Safety Coordinator, County Leadership and Safety Committee are to:

- review the county’s claims experience;
- agree on risk reduction goals for the next year; and

A ‘fillable’ Safety Action Plan template is provided on the website. [accginsurance.org]

It is important to understand the root cause and factors contributing to the county’s workers’ compensation and property and liability losses. An analysis provides valuable information on where to focus loss control efforts in the future to prevent or mitigate losses.

Members need to complete the action items that are developed to reach their risk reduction goals. The LGRMS Loss Control Representatives can assist in this process upon request. They will evaluate and provide feedback on the Safety Action Plan and will be interested in the progress.

Once the Safety Action Plan is developed and approved as required for the 2021 Safety Discount Program, please submit a signed copy by May 1st to the LGRMS Director, Dan Beck at dbeck@lgrms.com.
ACCG SAFETY ACTION PLAN
FREQUENTLY ASKED QUESTIONS

*Ensure the Safety Action Plan is “SMART”:
Specific, Measurable, Achievable, Results-focused and Time-bound.

1. What is the purpose of the ACCG Safety Action Plan Process?
   a. The purpose of this process is to ensure that the organization’s leaders are aware of their loss trends and that they have a plan to assist in the reduction of those losses.

2. Who develops the Safety Action Plan?
   a. The Safety Coordinator works with the leaders of the organization to develop the Safety Action Plan based on an analysis of the organization’s loss trends.

3. Where is a fillable Safety Action Plan found?
   a. A fillable Safety Action Plan is located on the ACCG website under ACCG-IRMA and ACCG-GSIWCF Insurance Programs within the Safety Discount sections. [accginsurance.org]

4. How does the member receive a Loss Trend Analysis and why?
   a. LGRMS will send each member a Loss Trend Analysis report in February.

   b. The report helps the Safety Coordinator identify the two Focus Offices / Departments and the top associated causes or loss types.

   c. Additional Loss Trend Analysis reports can be requested from your LGRMS Loss Control Representative.

5. How are the Focus Offices / Departments identified?
   a. Typically, these would be the departments with the largest losses (Costs/ Claims #s); and/or the departments with the best opportunity to impact their trends.

6. How are the Loss Types Focuses Identified?
   a. Loss Types are the causes or loss categories that generate the largest losses (Costs/ Claims #s); and/or the causes with the best opportunity to impact the loss trends.
7. **How is a Risk Reduction Goal set?**
   a. Once a Loss Type Focus is selected, then the Safety Coordinator works with the leaders of the Focus Offices /Departments to set the Risk Reduction Goal.

   For example: The Loss Type Focus is motor vehicle incidents. Over the last 3 years, an average of 10 motor vehicle incidents has occurred per year. A suggestion would be to set a Risk Reduction Goal between 2 to 4 incidents.

   * The important thing is to select a goal, and review that goal on a monthly or at least quarterly basis against the progress of the team.

8. **How is a Safety Action Plan developed to address the Loss Type Focus?**
   a. The leaders of the Focus Offices /Departments will start by identifying the root cause of this loss type.

   b. Once the root cause has been identified, develop action items to eliminate that root cause.

   c. Action Items should focus on changing the culture (e.g. leadership commitment, employee engagement, policy change/update, training, and accountability).

9. **Who needs to sign the Safety Action Plan?**
   a. The top elected official or County Manager / Administrator, plus the leaders of the two Focus Offices / Departments, are to review and sign the Safety Action Plan.

10. **Why does the Safety Action Plan need to be signed?**
    a. This ensures the organization’s leaders are aware of the loss trends and are committed to a plan to assist in the reduction of these losses.

11. **When does the Safety Action Plan need to be completed and submitted?**
    a. The Plan will need to be completed and submitted by **May 1st to dbeck@lgrms.com**.

    b. The Safety Coordinator and leaders of the two Focus Offices / Departments will review the Safety Action Plan on a quarterly basis to ensure implementation and goal progress.
7. **How is a Risk Reduction Goal set?**
   a. Once a Loss Type Focus is selected, then the Safety Coordinator works with the leaders of the Focus Offices /Departments to set the Risk Reduction Goal.

   For example: The Loss Type Focus is motor vehicle incidents. Over the last 3 years, an average of 10 motor vehicle incidents has occurred per year. A suggestion would be to set a Risk Reduction Goal between 2 to 4 incidents.

   * The important thing is to select a goal, and review that goal on a monthly or at least quarterly basis against the progress of the team.

8. **How is a Safety Action Plan developed to address the Loss Type Focus?**
   a. The leaders of the Focus Offices /Departments will start by identifying the root cause of this loss type.

   b. Once the root cause has been identified, develop action items to eliminate that root cause.

   c. Action Items should focus on changing the culture (e.g. leadership commitment, employee engagement, policy change/update, training, and accountability).

9. **Who needs to sign the Safety Action Plan?**
   a. The top elected official or County Manager / Administrator, plus the leaders of the two Focus Offices / Departments, are to review and sign the Safety Action Plan.

10. **Why does the Safety Action Plan need to be signed?**
    a. This ensures the organization’s leaders are aware of the loss trends and are committed to a plan to assist in the reduction of these losses.

11. **When does the Safety Action Plan need to be completed and submitted?**
    a. The Plan will need to be completed and submitted by **May 1st** to dbeck@lgrms.com.

    b. The Safety Coordinator and leaders of the two Focus Offices / Departments will review the Safety Action Plan on a quarterly basis to ensure implementation and goal progress.
## SAFETY ACTION PLAN

**Member:**

**Time Period:**

### Loss Trend Analysis - Top Office/Departments by Loss Type by % of Claims Dollars

<table>
<thead>
<tr>
<th>#1 Focus Office / Department</th>
<th>#</th>
<th>Loss Type (Cause)</th>
<th>% of Claims Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#2 Focus Office / Department</th>
<th>#</th>
<th>Loss Type (Cause)</th>
<th>% of Claims Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Action Items

<table>
<thead>
<tr>
<th>#1 Focus Office / Department</th>
<th>#</th>
<th>Action Item</th>
<th>Owner's Name</th>
<th>Target Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#2 Focus Office / Department</th>
<th>#</th>
<th>Action Item</th>
<th>Owner's Name</th>
<th>Target Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Print Name: ____________________________  Signature: ____________________________  Date: ____________

Top Elected Official / Administrator / Manager

Leader of #1

Leader of #2

Ed. 01012020
The following is a suggested timetable for the Safety Coordinator:

October, November and December.

- Complete the quarterly Safety Committee Meeting to review all incidents and accidents.
- Complete the quarterly departmental safety meetings.
- Participate in LGRMS audit.

January, February and March.

- Hold a quarterly Safety Committee Meeting for the first quarter to review all incidents and accidents.
- Hold quarterly departmental safety meetings.
- Register an employee to attend an LGRMS course in person or to participate in a webinar.
- Register to attend the LGRMS Safety Coordinator Modules I, II, and III until all courses are completed.
- Conduct safety inspections.

April, May and June.

- Conduct another quarterly Safety Committee Meeting to review all incidents and accidents.
- Conduct additional quarterly departmental safety meetings.
- **SUBMIT the Safety Action Plan by May 1st to Dan Beck, LGRMS Director, at dbeck@lgrms.com.**
- Ensure an employee participates in a LGRMS course or webinar.
- Attend a LGRMS safety coordinator training course, if necessary.
- Comply with the other pertinent standards listed in the workbook.

July, August and September.

- The third quarterly Safety Committee Meeting to review all incidents and accidents.
- The third quarterly departmental safety meetings are to be held.
- Confirm at least one employee has attended an LGRMS course to satisfy both the IRMA and GSIWCF training requirement.
- Coordinate safety inspections with the LGRMS Field Representative.
- Meet all remaining eligibility requirements.
- **SUBMIT Safety Discount Verification Form August 3, 2020 to September 15, 2020.**
The following additional requirements apply only to COUNTY MEMBERS of the ACCG - Interlocal Risk Management Program (ACCG–IRMA).

AUTHORITIES are NOT eligible for the ACCG-IRMA safety discount.

1. **Policy Manuals** must be in place as follows:
   
   - **A Personnel Policy Manual** must be in place for all county departments. This can be one policy manual or multiple policy manuals covering all county departments. All personnel policies must have a documented annual review and update. These policies should be included:
     - Hiring / Termination
     - Employee / Supervisor Training
     - Harassment
     - EEOC & Non-Discrimination
     - Email / Internet Policy
     - Drug Free Workplace
     - Motor Vehicle

   - **Sheriff Offices** must have a written policy manual in place. The manual must have a documented annual review and update. The manual should be based on “Georgia Sheriffs' Association Georgia Standards”. These policies should be included:
     
     **If different from County** -
     - Hiring / Termination
     - Employee / Supervisor Training
     - Harassment
     - EEOC & Non-Discrimination

     **Plus** -
     - Motor Vehicle Operations
     - Pursuit
     - Use of Force
     - Arrests
     - Internal Affairs

   - **Harassment Training** is to be provided to all employees and documented on an annual basis.
2. **COUNTY JAIL FACILITIES** which are operated by the **SHERIFF’S OFFICE** should be staffed to permit jailers and dispatchers to perform separate job duties. A *Georgia Sheriffs’ Association Staffing Analysis & Report* is recommended to help determine proper staffing levels for the jail operations. These policies should be included and staff should be trained annually on the following:

- Inmate Medical
- Jail Suicide Prevention
- Civil Rights
- Emergency Action Plan

3. **MOTOR VEHICLE REPORTS (MVR)** must be obtained on ALL employees before they are allowed to drive county vehicles because they are a major source of liability losses for county government. The purpose of this requirement is to assist in determining the risks of drivers that are behind the wheel of county vehicles.

While it is a good policy to put policies in place to restrict the driving of employees with poor driving records, this is not a requirement to receive the safety discount. ACCG will continue to allow the counties to make their own decisions as to who will drive county vehicles during the course of employment.
The following requirements apply to ALL members of the ACCG - Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF).

1. The following PERSONNEL AND ADMINISTRATIVE PROCEDURES are to be included during the EMPLOYEE ORIENTATION for each new employee:
   - The PANEL OF PHYSICIANS and the BILL OF RIGHTS FOR THE INJURED WORKER must be explained to each new employee by the member. A signature is required from each new employee indicating this has been accomplished.
   - A valid PANEL OF PHYSICIANS must be posted and maintained in prominent places at each work site as required by Georgia law.
   - A valid BILL OF RIGHTS FOR THE INJURED WORKER must be posted and maintained in prominent places at each work site as required by Georgia law.
   - Explain the policies that are relevant to the employee’s position (e.g. SEAT BELT POLICY, RETURN TO WORK POLICY, etc.)

2. The member must have a RETURN TO WORK POLICY in place to encourage various departments to accommodate the use of transitional employment, if an injured employee is unable to perform normal job duties during their recovery period. The member must make a reasonably good-faith effort to return an injured worker to work at a modified job, if approved by the doctor. The ACCG Claims Administration Services representative will notify the member when an employee has been released to modified duty, but it will be the member’s responsibility to perform a reasonable search to determine if a position is available.

RETURN TO WORK POLICY [SAMPLE] [accginsurance.org/sdpsamples]
LOCAL GOVERNMENT RISK MANAGEMENT SERVICES

Members have access to an exceptional resource of safety and loss control expertise through Local Government Risk Management Services (LGRMS). Founded in 1988, LGRMS is a non-profit organization sponsored by the Insurance Programs of the Association County Commissioners of Georgia (ACCG) and Georgia Municipal Association (GMA). LGRMS’ services are included at no additional charge to ACCG-IRMA and ACCG-GSIWCF members.

Each member of the ACCG Insurance Programs is assigned a LGRMS Loss Control Representative to provide expertise in loss control and safety. LGRMS Loss Control Representatives visit onsite to consult with members on existing loss issues, evaluate existing loss prevention and control efforts, and submit recommendations for suggested improvements. Steve Shields, Chris Ryan, Vincent Scott and Natalie Sellers are the LGRMS Loss Control Representatives. They are available to share their knowledge with the members in implementing and maintaining a successful safety program. Please see page 13 to find your region and Loss Control Representative.

Individual member losses are reviewed to help determine possible loss trends and help serve as a guide to focus member loss prevention and control activities. LGRMS will perform an annual audit to confirm the safety criteria and training requirements have been met.

LGRMS offers a wide range of training programs provided in various ways for employees, as well as all levels of management and elected officials.

- **Regional Training:** Half-day to full-day programs focusing on individual, management or technical topics. Teaching sites are located around Georgia to make it easier for participants to attend. Programs include a course manual or handout materials.

- **Focused Series:** These classes are taught onsite at the member location for 1-2 hours.

- **Online Training:** A variety of courses, covering topics ranging from human resources, safety, management and law enforcement operations, are offered by LGRMS through LocalGovU, the leading provider of online training for public entities nationwide. These courses are available 24/7 from any computer at no additional cost.

- **Webinars:** Topics of interest to county governments are offered by LGRMS throughout the year.

A variety of publications are mailed throughout the year that cover employee safety, liability, and risk management topics that can be used by members in developing successful efforts to prevent losses.

Direct any inquiries to Tamara Chapman at LGRMS 678-686-6283. LGRMS can also be reached at 678-686-6279 or 800-650-3120 for technical assistance or contact your LGRMS Loss Control Representative noted on page 17.
LOCAL GOVERNMENT RISK MANAGEMENT SERVICES
3500 Parkway Lane, Suite 110 • Norcross, Georgia 30092
678-686-6279 • 800-650-3120
Fax: 770-246-3149

GO TO www.LGRMS.com for an updated DIRECTORY
or EMAIL LgrmsAdmin@lgrms.com

Loss Control Operations

BECK, DAN
Director of Loss Control
(Direct Line) 678-686-6280
Email: dbeck@lgrms.com

WATTS, DENNIS
Training & Communication Manager
(Direct Line) 678-686-6284
(Business Cell) 404-821-3974
Email: dwatts@lgrms.com

CHAPMAN, TAMARA
Office Manager
(Direct Line) 678-686-6283
Email: tchapman@lgrms.com

STEPTER, CORTNEY
Administrative Coordinator
(Direct Line) 678-686-6282
Email: cstepter@lgrms.com

Health Promotion Services

ROBINSON, SHEREA
Health Promotion Services Manager
(Business Cell) 404-821-4741
Email: srobinson@lgrms.com

AMOS, CANDACE
Health Promotion Services Representative
(Business Cell) 404-416-3379
Email: camos@lgrms.com

RINEHART, PAIGE
Health Promotion Services Representative
(Business Cell) 404-295-4979
Email: prinehart@lgrms.com

Loss Control Representatives

SHIELDS, STEVE
Northern Georgia Sr. Loss Control Representative
(Business Cell) 404-416-3920
Email: sshields@lgrms.com

SELLERS, NATALIE
Loss Control Representative for Assigned Members
(Business Cell) 404-904-0074
Email: nsellers@lgrms.com

RYAN, CHRIS
Southwest Georgia Loss Control Representative
(Business Cell) 229-942-2241
Email: cryan@lgrms.com

SCOTT, VINCENT
Southeast Georgia Loss Control Representative
(Business Cell) 470-698-9614
Email: vscott@lgrms.com

Public Safety Risk Consultants

TROTTER, DAVID
Northern Georgia – Sr. Public Safety Risk Consultant
(Business Cell) 706-491-4015
Email: dtrotter@lgrms.com

EARL, MIKE
Southeast Georgia – Public Safety Risk Consultant
(Business Cell) 404-558-8525
Email: mearl@lgrms.com

HYER, JULIE
Southwest Georgia – Public Safety Risk Consultant
(Business Cell) 404-615-2420
Email: jhyer@lgrms.com
INTERLOCAL RISK MANAGEMENT AGENCY

SAFETY DISCOUNT VERIFICATION FORM

If the organization is a member of the ACCG - IRMA [property & liability] Insurance Program, complete this SAFETY DISCOUNT VERIFICATION FORM and return between August 3, 2020 and September 15, 2020

- The appointed ACCG–IRMA Safety Coordinator is ____________________________  
  Position_____________________________Email:________________________________

  □ Yes □ No  If there is a change in the safety coordinator, please advise if the previous contact is still affiliated with the county to maintain a current database.

TRAINING REQUIREMENTS

- SAFETY COORDINATORS
  □ COMPLETE SAFETY COORDINATOR MODULES I, II, OR III __________________________________ (COURSE / DATE)

- ANY MEMBER EMPLOYEE
  □ ATTEND LGRMS TRAINING COURSE OR WEBINARS ________________________________________ (COURSE / DATE)

DEPARTMENTAL SAFETY MEETINGS  □ OCT-DEC  □ JAN-MAR  □ APR-JUN  □ JUL-SEP

SAFETY COMMITTEE MEETINGS  □ OCT-DEC  □ JAN-MAR  □ APR-JUN  □ JUL-SEP

SAFETY ACTION PLAN  [DUE MAY 1ST to LGRMS] ____________________________________________ (DATE SUBMITTED)

The members of the Board of Commissioners of _________________________________County (Name of County) hereby verify that they fully comply with the requirements of the Safety Discount Program.

_________________________________  __________________________________
County Chairman Signature             Date

Email  accginsurance@accg.org

- 19 -
<table>
<thead>
<tr>
<th>Date</th>
<th>County</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/1982</td>
<td>ACCG</td>
<td>07/2/1982 Greene County</td>
</tr>
<tr>
<td>02/24/1983</td>
<td>Appling County</td>
<td>07/27/2004 Greene County Recreation Complex</td>
</tr>
<tr>
<td>07/22/1982</td>
<td>Atkinson County</td>
<td>07/1/2016 Habersham County</td>
</tr>
<tr>
<td>07/23/1997</td>
<td>Atkinson County Solid Waste Authority</td>
<td>09/1/2000 Hancock County</td>
</tr>
<tr>
<td>09/21/1983</td>
<td>Bacon County</td>
<td>10/1/2009 Haralson County</td>
</tr>
<tr>
<td>05/22/1985</td>
<td>Baker County</td>
<td>01/1/1990 Harris County</td>
</tr>
<tr>
<td>09/12/1982</td>
<td>Banks County</td>
<td>10/8/1982 Hart County</td>
</tr>
<tr>
<td>10/15/1997</td>
<td>Barrow County</td>
<td>09/25/2007 Hart County Water &amp; Sewer Utility</td>
</tr>
<tr>
<td>05/29/1991</td>
<td>Bartow County *</td>
<td>01/1/2002 Heard County</td>
</tr>
<tr>
<td>02/01/2003</td>
<td>Bartram Trail Regional Library System</td>
<td>03/17/1992 Henry County *</td>
</tr>
<tr>
<td>08/01/1991</td>
<td>Ben Hill County</td>
<td>06/1/2002 Henry County Library System</td>
</tr>
<tr>
<td>01/22/1996</td>
<td>Berrien County</td>
<td>05/11/1995 Housing Authority Of Fulton County</td>
</tr>
<tr>
<td>01/10/1996</td>
<td>Bleckley County</td>
<td>11/20/2009 Irwin County</td>
</tr>
<tr>
<td>03/1/1983</td>
<td>Brantley County</td>
<td>10/31/1985 Jackson County</td>
</tr>
<tr>
<td>01/29/1983</td>
<td>Bryan County</td>
<td>02/23/1983 Jasper County</td>
</tr>
<tr>
<td>07/2/1982</td>
<td>Bulloch County</td>
<td>7/14/1986 Jeff Davis County</td>
</tr>
<tr>
<td>08/01/1991</td>
<td>Calhoun County</td>
<td>10/1/2009 Jefferson County</td>
</tr>
<tr>
<td>01/10/1986</td>
<td>Candler County</td>
<td>04/14/1986 Jenkins County</td>
</tr>
<tr>
<td>05/13/1985</td>
<td>Carroll County *</td>
<td>04/3/1983 Johnson County</td>
</tr>
<tr>
<td>01/1/2002</td>
<td>Carroll County Water Authority</td>
<td>02/26/1983 Jones County</td>
</tr>
<tr>
<td>01/23/1989</td>
<td>Catosa County</td>
<td>11/30/1983 Lamar County</td>
</tr>
<tr>
<td>05/8/1986</td>
<td>Charlton County</td>
<td>01/1/2010 Lamar County Solid Waste Authority</td>
</tr>
<tr>
<td>01/1/2017</td>
<td>City of Dublin &amp; Laurens County Development Authority *</td>
<td>07/2/1982 Laurens County</td>
</tr>
<tr>
<td>02/22/1984</td>
<td>Clay County</td>
<td>09/2/1991 Liberty County</td>
</tr>
<tr>
<td>12/19/1986</td>
<td>Clinch County</td>
<td>11/7/2015 Lincoln County</td>
</tr>
<tr>
<td>11/4/1988</td>
<td>Coffee County</td>
<td>07/14/1986 Long County</td>
</tr>
<tr>
<td>01/1/2006</td>
<td>Colquitt County</td>
<td>07/22/1982 Lowndes County *</td>
</tr>
<tr>
<td>01/1/1983</td>
<td>Columbia County *</td>
<td>10/30/2009 Lumpkin County</td>
</tr>
<tr>
<td>06/10/2003</td>
<td>Conyers-Rockdale Library System</td>
<td>01/12/2002 Lumpkin County Water &amp; Sewerage Authority</td>
</tr>
<tr>
<td>04/7/1983</td>
<td>Cook County</td>
<td>05/27/1986 Lee County</td>
</tr>
<tr>
<td>01/1/2012</td>
<td>Crawford County</td>
<td>07/29/1987 Macon County</td>
</tr>
<tr>
<td>07/5/1985</td>
<td>Crisp County</td>
<td>10/11/1985 Madison County</td>
</tr>
<tr>
<td>04/19/1990</td>
<td>Crisp County Power</td>
<td>01/11/1983 Marion County</td>
</tr>
<tr>
<td>03/16/1984</td>
<td>Cusseta-Chattahoochee Unified Gov't.</td>
<td>12/1/1983 McDuffie County</td>
</tr>
<tr>
<td>07/5/1985</td>
<td>Dade County</td>
<td>01/1/1994 McIntosh County</td>
</tr>
<tr>
<td>12/30/1982</td>
<td>Dawson County</td>
<td>01/1/2018 Meriwether County</td>
</tr>
<tr>
<td>07/10/1983</td>
<td>Decatur County</td>
<td>08/31/2004 Middle Flint Regional 911 Authority</td>
</tr>
<tr>
<td>05/31/1993</td>
<td>Desoto Trail Regional Library</td>
<td>09/28/1992 Middle Georgia Regional Commission</td>
</tr>
<tr>
<td>01/1/2009</td>
<td>Dodge County</td>
<td>06/24/1986 Miller County</td>
</tr>
<tr>
<td>10/8/1992</td>
<td>Dooly County</td>
<td>02/19/1983 Mitchell County</td>
</tr>
<tr>
<td>01/1/2018</td>
<td>Douglasville-Douglas Co. Water &amp; Sewer Authority *</td>
<td>10/8/1982 Monroe County</td>
</tr>
<tr>
<td>11/13/2009</td>
<td>Early County</td>
<td>03/30/1984 Montgomery County</td>
</tr>
<tr>
<td>12/1/2007</td>
<td>Eatonton-Putnam Water &amp; Sewer Authority *</td>
<td>02/25/1983 Morgan County</td>
</tr>
<tr>
<td>12/18/1983</td>
<td>Echols County Consolidated Government</td>
<td>08/1/2008 Newton County *</td>
</tr>
<tr>
<td>09/1/1982</td>
<td>Effingham County</td>
<td>02/26/1983 Oconee County</td>
</tr>
<tr>
<td>01/1/2017</td>
<td>Elbert County</td>
<td>03/22/1993 Oconee Regional Library</td>
</tr>
<tr>
<td>07/1/1982</td>
<td>Emanuel County</td>
<td>01/5/1988 Oglethorpe County</td>
</tr>
<tr>
<td>04/15/1983</td>
<td>Evans County</td>
<td>05/13/1985 Paulding County</td>
</tr>
<tr>
<td>04/3/1984</td>
<td>Fannin County</td>
<td>05/2/2018 Paulding County Industrial Building</td>
</tr>
<tr>
<td>02/19/1993</td>
<td>Flint River Regional Library</td>
<td>10/5/1983 Peach County</td>
</tr>
<tr>
<td>04/12/1986</td>
<td>Franklin County</td>
<td>10/8/1982 Peach County</td>
</tr>
<tr>
<td>08/29/1982</td>
<td>Gilmer County</td>
<td>10/1/2018 Peach County</td>
</tr>
<tr>
<td>02/27/1986</td>
<td>Glascock County</td>
<td>02/26/1983 Oconee Regional Library</td>
</tr>
<tr>
<td>07/1/2012</td>
<td>Glynn County *</td>
<td>06/1/2008 Pike County Water &amp; Sewerage Authority *</td>
</tr>
<tr>
<td>06/25/1984</td>
<td>Gordon County</td>
<td>04/8/1985 Polk County</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/1/1990 Polk County Water, Sewage &amp; Solid Waste Authority</td>
</tr>
</tbody>
</table>

* Large Deductible Member
GROUP SELF-INSURANCE WORKERS’ COMPENSATION FUND

SAFETY DISCOUNT VERIFICATION FORM

If the organization is a member of the ACCG-GSIWCF [workers’ comp] Insurance Program, complete this SAFETY DISCOUNT VERIFICATION FORM and return between August 3, 2020 and September 15, 2020

- The appointed ACCG–GSIWCF Safety Coordinator is _________________________
  (Safety Coordinator is responsible for the Safety Program)

  Position_____________________________Email:________________________________

  □ Yes □ No  If there is a change in the safety coordinator, please advise if the previous contact is still affiliated with the county to maintain a current database.

TRAINING REQUIREMENTS

- SAFETY COORDINATORS

  □ COMPLETE SAFETY COORDINATOR MODULES I, II, OR III __________________________________
  (COURSE / DATE)

- ANY MEMBER EMPLOYEE

  □ ATTEND LGRMS TRAINING COURSE OR WEBINARS _______________________________________
  (COURSE / DATE)

DEPARTMENTAL SAFETY MEETINGS  □ OCT–DEC □ JAN–MAR □ APR–JUN □ JUL–SEP

SAFETY COMMITTEE MEETINGS  □ OCT–DEC □ JAN–MAR □ APR–JUN □ JUL–SEP

SAFETY ACTION PLAN [DUE MAY 1ST to LGRMS] _________________________________________________
  (DATE SUBMITTED)

The members of the Board of Commissioners of _________________________ County hereby verify that they fully comply with the requirements of the Safety Discount Program.

________________________________________  ________________________________________
County Chairman Signature      Date

Email accginsurance@accg.org

- 21 -
Notes
Send the **SAFETY ACTION PLAN** to LG RMS on **MAY 1, 2020**

Send the **SAFETY** Discount Verification Form(s) to ACCG

NO EARLIER than **August 3, 2020** and

NO LATER than **September 15, 2020**

Thank you for your participation in the **SAFETY DISCOUNT PROGRAM**

If you have any questions about the **ACCG SAFETY DISCOUNT PROGRAM**, please contact Penny Henderson at 404-589-7834 or phenderson@accg.org.
ACCG Insurance Programs
191 Peachtree Street, Suite 700
Atlanta, GA  30303