

HABERSHAM COUNTY BOARD OF COMMISSION
EXECUTIVE SUMMARY

SUBJECT: Approval of 2027 ACCG Safety Program Documents and Reaffirmation of ACCG Safety Coordinator Designation

DATE: May 18, 2026

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

☐ **RECOMMENDATION**
☐ **POLICY DISCUSSION**
☐ **STATUS REPORT**
☐ **OTHER**

COMMISSION ACTION REQUESTED ON: May 18, 2026

PURPOSE: The attached 2027 Association County Commissioners of Georgia (ACCG) Safety Program documents are submitted for Board review, approval, and required signatures necessary for Habersham County's continued participation in the ACCG Safety Discount Program and ACCG Safety Grant Program for the 2027 coverage year.

Additionally, staff is requesting the Board reaffirm the designation of Risk Manager Tori Williams as the County's ACCG Safety Coordinator for purposes of administering and overseeing ACCG safety program requirements.

BACKGROUND / HISTORY: ACCG requires participating counties to annually submit safety program documentation and designate a Safety Coordinator in order to qualify for the ACCG Safety Discount Program and Safety Grant opportunities.

Habersham County annually participates in these ACCG programs, which assist the County in promoting workplace safety, reducing workplace injuries, and controlling workers' compensation costs. According to the submitted materials, the County realized approximately \$93,536 in premium savings in 2025 through participation in the GSIWCF and IRMA safety discount programs.

The County has previously designated the Risk Manager position as the ACCG Safety Coordinator. Because the responsibilities of the ACCG Safety Coordinator align directly with the County's existing risk management duties, staff recommends reaffirming Risk Manager Tori Williams in this role for the 2027 program year. The submitted documentation identifies Tori Williams as the current ACCG-GSIWCF and ACCG-IRMA Safety Coordinator.

FACTS AND ISSUES:

The submitted ACCG documentation includes materials necessary for participation in both the ACCG Safety Discount Program and the ACCG Safety Grant Program, including:

- 2027 ACCG Safety Action Plan outlining departmental safety initiatives, employee training
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objectives, accident reduction efforts, and loss prevention strategies for the upcoming program year.

- 2027 ACCG Safety Verification Form certifying the County’s compliance with ACCG safety program requirements and participation in required safety activities.

The ACCG Safety Coordinator responsibilities include:

- Coordinating safety meetings and inspections
- Implementing employee and supervisor safety training
- Reviewing and investigating accidents
- Conducting safety inspections of County facilities, vehicles, and equipment
- Maintaining safety records and follow-up actions

The Safety Action Plan also identifies targeted risk reduction goals within the Sheriff’s Office and Fire/EMS departments related to reducing motor vehicle incidents through training and improved accident reporting procedures

OPTIONS:

- Approve recommendation
 - Deny recommendation
 - Commission defined alternative
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RECOMMENDED SAMPLE MOTION:

I make a motion to approve all documents necessary for participation in the 2027 ACCG Safety Discount Program; approve all documents necessary for participation in the 2027 ACCG Safety Grant Program; reaffirm the designation of Risk Manager Tori Williams as the County’s ACCG Safety Coordinator for ACCG programs; and authorize the appropriate County officials to execute and submit all required documentation.

DEPARTMENT:

Prepared by: Tori Williams, Risk Manager

Director: Ann Cain, HR Director _____

ADMINISTRATIVE

COMMENTS: _____

_____ **DATE:** _____

County Manager



ACCG-GSIWCF & ACCG-IRMA

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SAFETY DISCOUNT VERIFICATION FORM

Complete & Return between August 3, 2026 and September 15, 2026 to Receive a Discount.

- The appointed **ACCG-GSIWCF Safety Coordinator** is Tori Williams
(Safety Coordinator is responsible for the Safety Program)
Position Risk & Safety Manager Email: twilliams@habershamga.com
- The appointed **ACCG-IRMA Safety Coordinator** is Tori Williams
(Safety Coordinator is responsible for the Safety Program)
Position Risk & Safety Manager Email: twilliams@habershamga.com

TRAINING REQUIREMENTS

- SAFETY COORDINATORS (1ST BOX – GSIWCF SAFETY COORDINATOR 2ND BOX – IRMA SAFETY COORDINATOR)
 - ☒ COMPLETE SAFETY COORDINATOR MODULES I, II, AND/OR III I & II 03/25/22, 04/18/22
(COURSE / DATE)
 - ☒ COMPLETE SAFETY COORDINATOR MODULES I, II, AND/OR III III & IV 05/18/22, 05/20/25
(COURSE / DATE)
- ANY EMPLOYEE
 - ☒ ATTEND ACCG SPONSORED TRAINING COURSE OR WEBINAR Law Enforcement Risk Specialist 09/19/24 Personnel Liability 4/12/22
(COURSE / DATE)

DEPARTMENTAL SAFETY MEETINGS ☒ OCT-DEC ☒ JAN-MAR ☒ APR-JUN ☒ JUL-SEP
ACCIDENT REVIEW MEETINGS ☐ OCT-DEC ☐ JAN-MAR ☐ APR-JUN ☐ JUL-SEP

SAFETY ACTION DUE June 1ST to ACCG: _____
(DATE SUBMITTED)

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

ACCG-GSIWCF ☒ YES ☐ NO ☐ N/A ACCG-IRMA ☒ YES ☐ NO ☐ N/A

County Chair Signature

Date

Email riskcontrol@accg.org

SAFETY ACTION PLAN for County

Member:	Habersham County Georgia	Time Period:	2027-2028
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Loss Trend Analysis – Top Office/Departments by Loss Type by % of Claims Dollars

#1 Focus Office / Department: Habersham County Sheriff's Office		
#	Loss Type (Cause)	% of Claims Dollars
1	Motor Vehicle	84%
2	Property	9%
3	LE Ops	7%

#2 Focus Office / Department: Habersham County Fire/EMS		
#	Loss Type (Cause)	% of Claims Dollars
1	Motor Vehicle	54%
2		
3		

Action Items

COPY

#1 Focus Office / Department: Habersham County Sheriff's Office				
Loss Types Focus		Motor Vehicle		
Risk Reduction Goal		20%		
#	Action Item	Owner's Name	Target Date	Status
1	Reduce vehicle related incidents within 12 months	Sheriff Robin Krockum	06/30/2027	In-process
2	EVOC annual training			Yearly
3	Improve accident/incident reporting with training for each individual department	Tori Williams		Bi-annual

#2 Focus Office / Department: Habersham County Fire/EMS				
Loss Types Focus		Motor Vehicle		
Risk Reduction Goal		20%		
#	Action Item	Owner's Name	Target Date	Status
1	Reduce vehicle related incidents within 12 months	Chief Jeff Adams	06/30/2027	In-process
2	EVOC annual training			Yearly
3	Improve accident/incident reporting with training for each individual department	Tori Williams		Bi-annual

	Print Name	Signature	Date
Top Elected Official / Administrator / Manager	County Chairman, Bruce Harkness		
Leader of #1	Sheriff Robin Krockum		
Leader of #2	Chief Jeff Adams		