

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: RESOLUTION APPOINTING A SAFETY COORDINATOR

DATE: 06-16-2025

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

ANNUAL- 0.00

☐ **OTHER**

CAPITAL- 0.00

PRESENTED BY: Ann Cain

COMMISSION ACTION REQUESTED ON: 06-16-2025

PURPOSE: To accept appointment of a Safety Coordinator which is required by ACCG to apply for the Safety Grant and the Safety Discount Program

BACKGROUND / HISTORY: ACCG has made it a requirement to appoint a Safety Coordinator to apply for their Safety Grant and their Safety Discount Program. .

FACTS AND ISSUES: Health Plan: Every year the Human Resources Department applies for the ACCG Safety Grant (approximately \$8500 per year) and the Safety Discount Program (saves the County 7% of their annual premium, most recently for GSIWCF and IRMA=\$80,687.00), which was the savings in 2024). To be eligible for these savings, the County must sign a resolution naming an employee as the Safety Coordinator. Since the requirements of the Safety Coordinator are the same as our Risk Manager, we will name our Risk Manager as the Safety Coordinator.

OPTIONS:

- 1) Approve recommendation
 - 2) Deny recommendation
 - 3) Commission defined alternative
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RECOMMENDED SAMPLE MOTION: I make a motion to approve the ACCG Resolution naming our Risk Manager as the Safety Coordinator so Habersham County is eligible to receive the ACCG Safety Grant and the ACCG Safety Discount.

DEPARTMENT:

Prepared by:

Director: _____

ADMINISTRATIVE

COMMENTS: _____

DATE: _____

County Manager

SAFETY COORDINATOR RESOLUTION

WHEREAS, Habersham County has agreed to establish the position of Safety Coordinator/Risk Manager to establish and oversee a safety program to assist with the loss prevention efforts of the county;

WHEREAS, the Safety Coordinator/Risk Manager will be responsible for insuring compliance with certain safety rules and regulations that protect the well-being of county employees and the general public;

WHEREAS, the Safety Coordinator/Risk Manager will be responsible for:

- Establishing and coordinating safety meetings and self-inspections to identify safety related hazards;
- Coordinating and implementing safety rules and training for supervisors and employees and/or making recommendations to management regarding such items;
- Reviewing and/or investigating all employee accidents for causes and making recommendations for improvements and corrections;
- Conducting periodic safety self-inspections of all vehicles, buildings, grounds, equipment and machinery, and work practices and conditions to determine potential injury exposures;
- Documenting and maintaining inspection records and implementing any follow up actions; and

WHEREAS, the Safety Coordinator/Risk Manager can ensure that qualifications have been met that

will enable the county to receive a substantial discount on their insurance costs.

NOW THEREFORE BE IT RESOLVED that the position of Safety Coordinator/Risk Manager is established for Habersham County.

RESOLVED this _____ day of _____, 20____.

BOARD OF COMMISSIONERS OF

_____, CHAIRMAN

ATTEST:

County Commissioner or Clerk

Adopted: _____