



B.J. Walker,
Commissioner

DHR Risk Management News

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In this issue:

- Coverage provided for Employees
- Rules for reporting vehicle accidents.
 - Liability

Welcome!

Our first edition of Risk Management News is here! In this issue, I would like to let you know what DHR Risk Management is and what we can do for you! The purpose of this newsletter is to provide the readers with helpful hints on coverage, safety tips, and any training available to employees of DHR which can facilitate a safe and healthy work environment.

COVERAGES PROVIDED BY DHR RISK MANAGEMENT:

- LIABILITY INSURANCE COVERAGE
- PROPERTY INSURANCE COVERAGE
- FIDELITY BOND (*HONESTY AND FAITHFUL PERFORMANCE*)
- GEORGIA STATE INDEMNIFICATION FUND

WHAT TO DO IN CASE OF AN ACCIDENT IN A DHR VEHICLE



1. **Immediately report the vehicle accident or passenger injury by phone to:**
 - a. State of Georgia DOAS Self Insured Program
Toll Free Phone # 1-877-656-RISK (656-7475)
(They handle LIABILITY CLAIMS ONLY! That is, damage to the other driver's vehicle)
 - b. **YOUR DHR REGIONAL COORDINATOR**
 - c. **DHR Risk Management**
2 Peachtree Street, Suite 29.494
Atlanta, Georgia 30303-3142
(404) 651-8089 (main office number)
(404) 657-6215 (fax)
(404) 655-4081 (pager)
E-mail address: cdreid@dhr.state.ga.us
Office Hours: Monday through Friday 8:00 am to 4:30 pm

For more information on Vehicle reporting and vehicle repair or any insurance issues, contact DHR Risk Management.

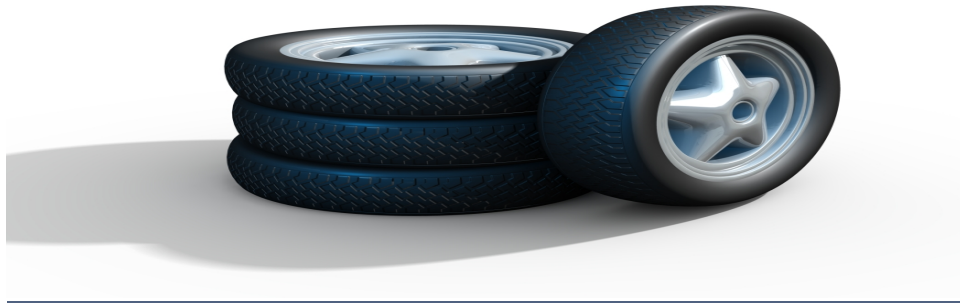
Driver Safety Tips

FOCUS YOUR ATTENTION!!!



Being a safe driver means being both physically and mentally prepared to drive. Being well rested, alert and attentive enables you to respond quickly. Keep your Eyes on the Road, Hands on the Wheel, and Mind on the Drive.

Tire Safety



Tire-safety checks are easy to perform and could save you and your family from a potentially deadly danger.

Trouble Signs to Look For

Visually inspect your tires on a regular basis. If you note any of the following early warning signs, have a professional inspection performed, check and correct items that may be causing the condition, or replace your tires.

- Cracking or cuts in the sidewalls.
- Uneven tread wear. This can be caused by improper inflation, misaligned wheels, damaged tires, or by problems with suspension parts.
- Excessively worn tread. Most modern tires have tread-wear indicator bars running across the tread, which signal the minimum allowable tread depth of 1/16-inch. When the tread wears down to these bars, it's time for new tires. Inexpensive tread-wear gauges are available at auto-parts and tire stores.
- Alternatively, you can use a Lincoln-head penny as a tread-wear indicator. Insert the penny into a tire groove with Lincoln's head toward the tire. If you can see the top of Abe's head, the tread is too worn.
- Bulges or blisters. If you see a bulge or blister on the sidewall, replace the tire at once. These signal potential weak spots that could lead to tire failure.
- Excessive vibration. Tire vibration may be a sign a wheel is misaligned, unbalanced, or bent. It could also signify internal tire damage. Don't ignore vibration: Have the vehicle serviced at once.

ERGONOMICS

Office Safety

Computer & Desk Stretches

Approximately 4 Minutes

Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!



10-20 seconds
2 times



10-15 seconds



8-10 seconds
each side



15-20 seconds



3-5 seconds
3 times



10-12 seconds
each arm



10 seconds



10 seconds



8-10 seconds
each side



8-10 seconds
each side



10-15 seconds
2 times



Shake out hands
8-10 seconds

Stretching ©2000 by Bob and Jean Anderson. Shelter Publications, Inc.



Liability Issues

One of the most common liability claims that are received in this office involves “Slips and Falls”. That is, when a visitor or employee slips on a wet or slick surface in or outside of a DHR occupied building. Here are some ways to avoid these types of potential liability disasters:

Avoiding Slips, Trips and Falls

- First and foremost, watch where you’re going.
- Keep all aisles, stairs and walkways free of clutter, and keep cabinet doors and drawers closed when not in use.
- Report broken stairs or loose stair coverings.
- Immediately pick up and clean up any dropped items or spills
- Use caution on stairways: use handrails and take one step at a time.
- When walking on a wet or slippery surface, slow down, take small steps, and keep a hand free for balance.
- If your work area tends to be wet, dirty, or oily, wear slip-resistant footwear, and keep the soles clean for better traction. Request nonskid floor coatings and slip-resistant mats in slippery or heavy traffic areas.
- Place chains, guardrails, or warning tapes around elevated areas.
- Keep all harnesses and other fall protection equipment in working order, and use them correctly.
- When using a ladder, start with a firm, solid surface. Inspect the ladder before and after every job. And follow the safety rules and warnings posted on the ladder.
- Report even a minor fall. It could prevent someone from experiencing a more serious injury down the line.



Contributions

If you have ideas or would like to contribute articles of interest to this newsletter, please contact the DHR Risk management office!