



Risk Management Solutions

A QUARTERLY NEWSLETTER OF THE ALABAMA MUNICIPAL INSURANCE CORPORATION
AND THE MUNICIPAL WORKERS COMPENSATION FUND, INC.

SPRING 2003

2002 Risk Management Awards

Instituting risk management and loss control activities by the members of the Municipal Workers Compensation Fund (MWCF) and the Alabama Municipal Insurance Corporation (AMIC) are considered to be proactive steps that benefit not only the member's loss ratio but the overall success of the MWCF and AMIC insurance programs. Not only are employee, property and liability losses minimized, but – most importantly – employees and citizens reap the rewards of a safer workplace and community.

In recognition of the efforts and successes of our members, the Board of Directors of the MWCF and AMIC approved the establishment of a Risk Management Award during 2002. It was determined that an award program would be developed based on the loss ratios for the member's prior year. For those members of both the MWCF and AMIC programs, the loss ratios would be combined and divided by two to reflect the overall loss ratio.

Four levels of awards are being presented to acknowledge the efforts and accomplishments of those members in the areas of Risk Management for the year 2002.

- **ALM President's Award** **No Losses 5 years**
- **Gold Award** **Loss Ratio below 5%**
- **Silver Award** **Loss Ratio of 5 to 20 %**
- **Bronze Award** **Loss Ratio of 20% to 40%**

Awards were mailed to the recipients along with a press release. Recipients of these awards are being acknowledged in this issue of the 2003 *Risk Management Solutions* newsletter and at the League Convention by the ALM President Mayor George Roy of Calera. The Risk Management Award acknowledgment will take place in Huntsville at the banquet on Monday night, April 28th in the Von Braun Center. (See insert for list of Risk Management Award winners.) ■

Defibrillators Encouraged in the Workplace

Because the use of Automated External Defibrillators (AEDs) can save the lives of workers who experience cardiac arrest while on the job, OSHA recently encouraged employers to consider making this equipment available in their workplaces.

"AEDs are easy to use and can make the critical difference in reviving individuals who suffer a cardiac crisis," said OSHA Administrator John L. Henshaw. "Administered within three minutes, the electric shock (defibrillation) restores the normal rhythm to the victim's heart and can increase survival rates from less than 5 percent to nearly 75 percent. Immediate defibrillation can revive more than 90 percent of victims."

OSHA has issued a fact card and a technical information bulletin on the use of AEDs, encouraging employers to take advantage of this technology. AEDs are lightweight and run on rechargeable batteries. They are designed to analyze the heart rhythm and automatically indicate when to administer the shock. Each unit costs from \$3,000 to \$4,500.

Each year 300,000 to 400,000 individuals die from cardiac arrest. Most of these deaths occur outside hospitals. Cardiac arrest is often due to chaotic beating of the heart, which can be restored to normal rhythm if treated promptly with defibrillation. With each minute of delay in defibrillation, 10 percent fewer victims survive.

Placing AEDs in workplaces could significantly increase survival rates. In 1999 and 2000, 815 of 6,339 workplace fatalities reported to OSHA resulted from cardiac arrest. The agency estimates if AEDs helped restore 40 percent of those who suffer a cardiac crisis, as many as 120 lives would be saved each year. Workers involved in shift work; holding high stress jobs; or exposed to certain chemicals or electrical hazards face a higher risk of heart disease and cardiac arrest.

AED's have proven their value at the U.S. Department of Labor

headquarters where they are strategically placed throughout the building. Recently, a Labor Department employee collapsed. Co-workers called DOL Health Unit, and a nurse came and used a nearby AED to treat the victim. The individual was resuscitated, sent to the hospital and is now recuperating following heart surgery.

The new OSHA fact card and technical information bulletin are available on OSHA's website at www.osha-slc.gov/OshDoc/Additional.html#AED {AED Card} and www.osha-slc.gov/dts/tib/tib_data/tib20011217.pdf {Technical Information Bulletin, and through the agency's publications office at **1-800-321-OSHA**. (Note: The purpose of these materials is for information only and does not impose any new legal obligations or constraints on employers.) ■



David Pharis, NREMT-P, CCEMT-P, demonstrates the correct use of a defibrillator during a CPR recertification class at UAB in Birmingham.

Risk Management Guidelines for Handling Revenue

Every municipality handles some type of revenue. The need to properly control and account for each transaction is essential regardless if the revenue received is in the form of cash, check or credit. Appropriate policies and procedures are especially important to municipalities because the revenue municipalities generate belongs to the public they serve. Any policies and procedures a municipality adopts should serve to protect the capital it generates; the safety of its employees; and the confidence of the community.

To assure success, the municipality should implement revenue handling policies and procedures based on established business practices. By initiating appropriate revenue handling procedures, the municipality will reduce the risk of losses and limit the apparent opportunity to become a victim of crime. Regardless of the size of the operation, municipalities should consider the elements in this article as they develop their policies and procedures. Form a focus group to assess revenue handling and assign the following tasks:

Identify all locations where the municipality collects revenue, including temporary and seasonal locations.

Review the reason monetary transactions occur at each location.

- What exact service does the municipality provide at each location?
- Do transactions have to occur at each location?
- Does the law require the transaction to occur at the site of service?
- Is it a legitimate business practice to have transactions at each location?
- Has the municipality “always done business that way”?

Identify the risk exposures at each location.

Lighting:

Is proper lighting provided around the point of transaction during business hours?

Design:

Does the location where transactions take place limit access to funds and reduce the threat of theft or robbery?

Location:

Does the location of the cash drawer allow employees to observe it and prevent unauthorized access?

Revenue handling and storage procedures:

Does the municipality have an established procedure that requires employees to balance transactions at the end of their shift? Do employees establish the amount of start-up money at the beginning of each shift? Does management make sure that all funds are locked in a secure area with limited authorized access?

Cash on hand:

Are procedures in place that limit the amount of cash employees may keep in the cash drawer? Does the organization have procedures for timely cash pick up when reducing the amount of on hand cash is necessary?

External exposures:

Has the organization established procedures for conducting audits and making bank deposits that minimize the risk of loss? For example, do employees make deposits at different times of the day so that they do not establish a recognizable pattern that can lead to a robbery? Has the organization reviewed the building to eliminate possible security breaches in the protection of employees and assets? Can the police observe points of transactions from outside the building? Does the area require video tape monitoring?

Internal exposures:

Are cash handling employees bonded? Does the organization conduct a thorough background investigation as part of the employee selection process? Are doors locked that should be? Does the organization limit cash drawer access to authorized employees? Do employees count cash away from public view? Does the organization store funds in a proper

vault after business hours?

Staffing issues and employee turnover:

Does the organization change locks, combinations, passwords and electronic access codes when employees terminate or the organization discharges them? Has management reviewed the number of employees needed at the point of transaction so that appropriate levels are available to maintain security? Has the organization determined acceptable risks?

Environmental issues:

If the funds handling takes place out-of-doors, have appropriate safety issues been addressed by management to avoid employee shock injury from electronic machinery? Has the management put appropriate supervision and security measures in place to monitor and audit transactions at remote sites (land fills, boat ramps, ball fields, parks)?

Communication:

Has the organization provided a telephone, radio or alarm system for employees to call for assistance should an emergency arise?

Emergency Response:

Has an emergency response plan that outlines duties and responsibilities during an emergency been developed? Has management consulted with the police and fire departments responsible for responding to emergencies? (The consultation should include planning and a walk-through.) Do employees have training in first-aid and are kits available on site? If the kits are provided, do employees receive proper training in infectious disease exposure? Do employees have access to fire extinguishers and have they been trained in their use? Have employees received training on what actions to take during a robbery or after the discovery of a theft?

Identify current practices for documenting, transferring and auditing funds by the proper authority.

- Does the organization make certain that the employee counts out the cash drawer at the end of the shift or day?
- Does a different person audit the receipts and prepare the beginning cash for the next business day?
- Does management place the daily receipts and cash in a secure location that has limited access ?
- Does a supervisory or management level employee prepare the bank deposit? Are deposits placed in a locked bank bag to be taken to the bank? Are deposit slips returned inside the locked bank bags? Do only management level employees control the keys to the bank bags?
- Does management reconcile deposit slips against monthly statements of accounts to ensure the integrity of the system?
- Does an independent accounting firm perform annual audits? If an audit is performed, does the organization implement recommendations the accounting firm makes?

List problems that are identified with the current system.

Develop solutions and develop a plan to implement change.

In order to maintain the integrity of any operation, municipal management must establish a series of checks and balances that will protect the organization's employees and assets. To meet this responsibility, management should establish proper policies and procedures that will guide employees while engaged in the performance of their duties.

These policies and procedures should clearly state that employees who fail to follow proper cash handling procedures will be subject to discipline, up to and including discharge. The municipality should train employees on its policy and procedures. In addition, instruction should cover what employees should do if a robbery occurs, how to recognize and handle an apparent short change artist, and recognizing counterfeit currency. The municipality should document all such training.

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Loss Control Practices for Public Swimming Pools

- Provide adequate security to prevent or deter trespassing when the pool is closed or not in operation.
- Always use properly trained life guards and have the proper rescue devices and first aid supplies on hand.
- Make sure warning signs, pool rules and markers are properly posted.
- Keep chlorine and other pool chemicals away from the public and store them in accordance with the manufacturer's recommendations. Always use the appropriate personal protective equipment when working with pool chemicals.
- Have a written procedure in place for handling the clean up and disposal of human body fluids in or around the swimming pool, as well as the treatment of water to insure it is safe.
- Monitor the weather to insure the safety of swimmers.
- Any maintenance such as electrical work should be done by a licensed electrician.
- Conduct periodic inspections of the pool to locate and correct potential and existing hazards.

Handling Revenue

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The following are key points to remember:

- Employees should handle cash only in secure locations that are away from public view.
- Locations where employees handle cash should have limited access.
- Management should establish the amount of start-up money for each cash drawer.
- Management should require employees to count cash and sign receipts before going to their work stations.
- Management should require that employees record all transactions by receipt or preferably by electronic means.
- Management should establish the maximum amount of cash that employees should keep in the drawer under normal circumstances.
- Management should require employees to deposit excess cash from drawers in a conveniently located but secure place. Management can achieve this by arranging for management level employees to make cash pick ups or by providing locked and secured cash boxes at each work station. The key is to establish a one-way system so that once an employee deposits cash, checks, or charge slips, only authorized individuals can retrieve them.
- Management should require employees to count all money in their drawer at the end of the day or shift, seal it in an envelope and sign it. Employees should give their envelopes to the proper authority for audit and to re-establish the start-up cash.
- Once they receive the money, managers should audit the envelopes against the receipts and/or cash register tapes and re-establish the start-up drawer. Management should then total all the envelopes, make up the bank deposit, and check the contents of the safe. ■

Mower Safety

Mower related injuries result in an estimated 76,000 people seeking medical attention each year according to the National Safety Council's Injury Facts. When it comes to mowing the yard, several precautions should be addressed. Knowledge of your lawn mower and its safety devices is critical. Reading and understanding your owner's manual is key.

Wear the appropriate clothing while cutting grass such as closed-toe leather shoes or boots. Never wear sandals or flip-flops, and do not go bare foot. With a push mower, long pants are recommended to protect you from any flying objects that may come from the rear of the lawn mower.

Before cutting, you should inspect your yard for any foreign materials that could be expelled if run over by the lawn mower. Objects can be expelled from the lawn mower at speeds up to 200 miles per hour. Due to this hazard, the discharge chute should always be in place. This keeps thrown projectiles at a low trajectory. For better traction and to lessen the chance of clogging, mow the grass when it is dry.

After the yard has been inspected, your lawn mower needs to be checked. When servicing the mower, disconnect the spark plug. People have been injured while repairing a mower when it accidentally started while the blades were being manually turned. Replace any worn or broken parts. A mower in proper running condition is safer. Always check the oil and gas before mowing.

When filling with gas, always make sure the lawn mower is turned off. Gasoline is very explosive, and a running or hot engine could result in a fire or possible explosion. Fuel should be kept in approved containers and clearly labeled.

Make sure that all shields are in place and any safety devices that are built into your lawn mower are working properly. This, for example, could be a safety shut off switch under the seat that cuts the mower off if you get off the seat. On push mowers, a deadman's switch is common. It requires the operator to hold the device in place in order to keep the mower running.

When cutting grass, never allow another person to ride with you. One seat means one rider. As with a tractor, a rollover is possible on a riding lawn mower. With a riding lawn mower, never cut across a steep slope. If cutting uphill and the lawn mower slips or spins, do not attempt to continue going upward; the hill is too steep and a rear rollover is possible. Try to cut going down hill. Always have the mower in a low gear when going down hill and gently apply the brakes to slow down. Never go down a hill with transmission out of gear. With a push mower, always cut across the slope. This prevents contact with the mower if a fall or slip were to occur. Whenever mowing, children, other workers or spectators should not be allowed in the area.

While cutting, if the mower should become clogged, disengage the blade and shut the mower off. Once the mower is off, let the blade come to a stop before unclogging.

Lawn Mower Safety Quick Facts:

- Personal Protection Equipment you should wear include:
 - closed-toe leather shoes or boots,
 - long pants (especially w/ push mower),
 - safety glasses or goggles, and
 - ear plugs or ear muffs.
- Always read and follow the owner's manual.
- Do not allow extra riders.
- Inspect mower and safety devices.
- Keep children and bystanders away.
- Inspect yard for foreign objects.
- Make sure grass is dry.
- When performing maintenance or fueling, make sure the mower is off, the sparkplug has been disconnected, and the engine has cooled down.
- For steep slopes:
 - riding mowers should be driven down hill, and
 - push mowers should be pushed across the hill.
- Never leave an unattended mower running, and Never unclog a mower while it is running.

2002 Risk Management Awards

ALM President's Awards (No losses 5 years)

Abbeville Housing Authority
Alabama Municipal Electric Authority
Andalusia Housing Authority
Arab Housing Authority
Ashland
Ashland Water & Sewer Board
Baileyton
Bay Minette Housing Authority
Benton
Berry Gas Board
Berry Housing Authority
Blountsville Housing Authority
Boston Housing Authority
Brent Housing Authority
Brent Utilities
Dodge City
Dora Waterworks & Gas Board
Dutton
Evergreen Housing Authority
Fayette Housing Authority
Five Points
Floralia Housing Authority
Foley Housing Authority
Georgiana Housing Authority
Goldville
Goodwater Housing Authority
Gordo Housing Authority
Gordon
Graysville Water & Sewer Board
Greensboro Housing Authority
Grove Hill Memorial Hospital
Haleyville Housing Authority
Harpersville Water Board
Headland Housing Authority
Brundidge Housing Authority
Calera Housing Authority
Central Alabama Regional Planning
Commission
Clanton Housing Authority
Clayton Housing Authority
Coffeetown Waterworks
Columbiana Housing Authority
Cordova Housing Authority
Cottonwood Housing Authority
Crossville Water Board
Dadeville Housing Authority
Deatsville
Decatur Personnel Board
Hobson City Housing Authority
Leeds Housing Authority
Lexington
Linden Housing Authority
Loachapoka
Margaret Waterworks Board
Millport Housing Authority
Montevallo Water & Sewer
Mooresville
Myrtlewood
Nauvoo
New Brockton Housing Authority
Newbern
Newton Housing Authority
Newton Water & Sewer
Oneonta Housing Authority
Opp Housing Authority
Paint Rock
Parrish Housing Authority
Pike Road
Ranburne
Rehobeth
Roanoke Housing Authority
Rockford Gas Board
Rockford Waterworks
Rogersville Waterworks & Sewer
Samson Housing Authority

Sardis City Waterworks Board
Slocumb Housing Authority
South Central Alabama Development
Commission
Stevenson Housing Authority
Sumiton Gas Board
Sylvan Springs
Thomaston Water & Gas
Triana Housing Authority
Tuscumbia Utilities Department
Union Grove Utilities
Valley Head Housing Authority
Vincent Housing Authority
Wedowee Water, Sewer & Gas Board
Wilsonville

Gold Awards (Loss ratio below 5%)

Abbeville Housing Authority
Abbeville Water & Sewer
Addison
Alabama League of Municipalities
Alabama Municipal Electric Authority
Alabama-Tombigbee Regional
Commission
Albertville Utility Board
Alexander City Housing Authority
Aliceville
Aliceville Housing Authority
Allgood
Altoona
Andalusia Board of Education
Andalusia Housing Authority
Andalusia Rescue Squad, Inc.
Anderson
Anniston Express
Anniston Housing Authority
Arab Housing Authority
Arab Water Works Board
Argo
Arley
Asbury Water Board
Ashland
Ashland Water & Sewer Board
Ashland, Goodwater-Lineville Solid
Waste Disposal Authority
Ashville
Ashville Water & Sewer Board
Athens Housing Authority
Autauga/Prattville Library
Autaugaville
Baileyton
Baker Hill
Bay Minette Housing Authority
Bayou La Batre
Bear Creek
Bear Creek Water Works Board
Belk
Benton
Berry Gas Board
Berry Housing Authority
Birmingham Regional Planning
Commission General Fund
Birmingham Regional Planning
Commission Senior Aides Division
Blountsville Housing Authority
Blountsville Utility Board
Boaz Gas Board
Boligee
Boston Housing Authority
Branchville
Brent
Brent Housing Authority
Brent Utilities
Brewton Housing Authority
Bridgeport Housing Authority
Bridgeport Utilities

Brilliant
Brookside
Brookwood
Demopolis Housing Authority
Dodge City
Dora Waterworks & Gas Board
Dothan
Dothan Housing Authority
Double Springs Waterworks Board
Dozier
Dutton
East Alabama Regional Planning &
Development Commission
East Brewton
East Brewton Waterworks & Sewer
East Central Alabama Gas District
Eclectic
Elba Housing Authority
Elberta
Eldridge
Elkmont
Elmore Water Authority
Emelle
Enterprise Housing Authority
Eufaula Auto
Eufaula Housing Authority
Evergreen Housing Authority
Fairview
Fayette Housing Authority
Fayette Water Works Board
Five Points
Flomaton
Floralia
Floralia Housing Authority
Foley Housing Authority
Franklin
Fultondale Gas Board
Gainesville
Geiger
Georgiana Housing Authority
Georgiana Water & Sewer
Gilbertown
Glencoe Water & Sewer
Glenwood
Goldville
Good Hope
Goodwater Housing Authority
Goodwater Waterworks & Sewer
Gordo Housing Authority
Gordo Water Board
Gordon
Grant
Graysville Water & Sewer Board
Greene County Ambulance Service
Greensboro Housing Authority
Greensboro Utility Board
Grove Hill Memorial Hospital
Guin Housing Authority
Guin Water & Sewer Board
Guntersville Housing Authority
Hurley
Hackleburg Housing Authority
Haleyville Housing Authority
Haleyville Water & Sewer Board
Hamilton Water & Sewer
Hanceville Water & Sewer
Harpersville Water Board
Hartselle Housing Authority
Headland Housing Authority
Heath
Heflin Housing Authority
Brundidge Housing Authority
Butler Utilities
Calera Housing Authority
Calera Waterworks
Carbon Hill Housing Authority
Carbon Hill Utility Board
Carrollton
Central Alabama Regional Planning
Commission
Centre Waterworks & Sewer

Centreville Water Works & Sewer
Board
Chatom
Chelsea
Childersburg Housing Authority
Clanton Housing Authority
Clay
Clayton
Clayton Housing Authority
Clayton Water & Sewer
Cleveland
Clio
Coaling
Coffee Springs
Coffeetown Waterworks
Coker
Colbert County Animal
Collinsville
Colony
Columbia
Columbiana Housing Authority
Columbiana Waterworks
Cordova Housing Authority
Cordova Water & Gas Board
Cottonwood Housing Authority
County Line
Courtland
Crossville Water Board
Cuba
Cullman Housing Authority
Dadeville Housing Authority
Dadeville Housing Authority
Deatsville
Decatur Personnel Board
Helena Utilities Board
Henagar
Hobson City
Hobson City Housing Authority
Ider
Jasper Housing Authority
Kansas
Kennedy
Kimberly
Kinsey
Lamar County Gas District
Langston
Lawrence-Colbert Counties Gas
Board
Leeds Housing Authority
Leeds Water & Sewer
Leesburg
Leighton
Lexington
Linden Housing Authority
Linden Utilities
Lineville
Lineville Water & Sewer
Lisman
Littleville
Livingston
Loachapoka
Lowndesboro
Luverne Housing Authority
Malvern
Maplesville
Maplesville Water Works & Gas
Board
Margaret
Margaret Waterworks Board
Marion
McIntosh
Midland City Housing Authority
Midway
Millport
Millport Housing Authority
Millry
Monroeville Housing Authority
Montevallo Water & Sewer
Mooresville
Moulton Water & Sewer Board
Moundville

Mount Vernon
Muscle Shoals Electric Board
Myrtlewood
Nauvoo
Nauvoo Waterworks
New Brockton Housing Authority
New Hope
New Site
Newbern
Newton Housing Authority
Newton Water & Sewer
Newville
North Central Alabama Regional
Council of Governments
North Courtland
Northeast Alabama Water, Sewer and
Fire Protection Authority
Oak Grove
Oakman
Odenville Utilities
Oneonta Housing Authority
Oneonta Utilities
Opelika Housing Authority
Opelika Waterworks Board
Opp Housing Authority
Orange Beach Water & Sewer Board
Owens Cross Roads
Paint Rock
Parrish Housing Authority
Phenix City Housing Authority
Phil Campbell
Phil Campbell Housing Authority
Phil Campbell Water & Sewer Board
Pickensville
Piedmont Housing Authority
Piedmont Waterworks & Sewer
Pike Road
Pinckard
Pine Apple
Pleasant Groves
Pollard
Prattville Waterworks
Ragland
Ragland Housing Authority
Ragland Waterworks & Gas
Rainbow City Utilities Board
Ranburne
Reece City
Reform Housing Authority
Reform Water & Sewer Board
Rehobeth
Repton
Ridgeville
Roanoke Housing Authority
Rockford
Rockford Gas Board
Rockford Waterworks
Rogersville
Rogersville Waterworks & Sewer
Russellville Electric Board
Russellville Gas Board
Russellville Waterworks & Sewer
Rutledge
Saint Florian
Samson
Samson Housing Authority
Sardis City Waterworks Board
Scottsboro Housing Authority
Scottsboro Water, Sewer & Gas
Section
Section-Dutton Water
Sheffield Housing Authority
Silverhill
Skyline
Slocomb Housing Authority
South Alabama Utilities
South Central Alabama Development
Commision
South Central Alabama Regional
Housing Authority
Southeast Alabama Gas

Steele Waterworks Board
Stevenson Housing Authority
Stevenson Utilities
Storm Water Management
Sulligent Housing Authority
Sumiton Gas Board
Susan Moore
Sweet Water
Sweet Water Water Works
Sylacauga Housing Authority
Sylacauga Utilities
Sylvan Springs
Sylvania
Tallassee Housing Authority
Tarrant Housing Authority
Thomaston
Thomaston Water & Gas
Thomasville
Thorsby
Town Creek
Triana Housing Authority
Trinity
Troy Housing Authority
Troy Housing Services
Tuscaloosa Housing Authority
Tuscaloosa Parking
Tuscumbia Utilities Department
Tuskegee Housing Authority
Union Grove Utilities
Uniontown
Valley Head
Valley Head Housing Authority
Valley Housing Authority
Vernon
Vina
Vincent Housing Authority
Vredenburgh
Wedowee
Wedowee Water, Sewer & Gas Board
West Alabama Planning &
Development Council
West Jefferson
Wetumpka Water & Sewer
Wilcox County Gas
Wilsonville
Wilton
Wilton Water and Gas
Winfield Housing Authority
Winfield Waterworks & Sewer
Woodville

Silver Awards
(Loss ratio of 5% to 20%)

Adamsville
Albertville
Alexander City
Ariton
Athens
Auburn Water Board
Bay Minette
Bay Minette Utilities
Bear Creek Development Authority
Birmingham Airport Authority
Birmingham Parking Authority
Blountsville
Brantley
Brewton
Bridgeport
Dora
Double Springs
Douglas
Eclectic Water and Sewer
Elba Water & Electric Board
Eutaw
Eva
Evergreen
Fort Payne
Fort Payne Housing Authority
Frisco City
Fultondale
Gardendale

Georgiana
Geraldine
Gilbertown Utilities Board
Greenville
Gulf Shores
Hammondville
Hartford
Castleberry
Centre
Chickasaw
Chickasaw Housing Authority
Childersburg
Coffeeville
Columbiana
Coosada
Cottonwood
Creola
Cullman Utilities
Cullman-Jefferson County Gas
District
Dadeville
Daleville
Decatur
Decatur Municipal Utility Board
DeKalb-Cherokee Counties Gas
District
Heflin Water & Sewer
Hillsboro
Hodges
Hokes Bluff
Hokes Bluff Water Board
Huntsville Housing Authority
Huntsville-Madison County Airport
Hurtsboro
Jackson's Gap
LaFayette
Level Plains
Linden
Lipscomb
Locust Fork
Marshall County Gas District
Midland City
Monroeville
Montevallo
Montgomery Housing Authority
Mulga Water & Gas
Newton
Northport Housing Authority
Northwest Alabama Gas District
Notasulga
Opp Utilities
Oxford
Ozark Housing Authority
Pell City Housing Authority
Piedmont
Pisgah
Pleasant Grove
Prattville Housing Authority
Red Bay
Red Bay Housing Authority
Reform
Riverside
Roanoke Utility Board
Robertsdale
Russellville Housing Authority
Sardis City
Shorter
Silas
Slocomb
Southeast Alabama Regional Planning
& Development Commision
Southside
Southside Waterworks Board
Sumiton
Taylor
Thomasville Waterworks & Sewer
Toxey
Trafford
Trussville
Tuscaloosa
Tuscaloosa Transit Authority

Valley
Vernon Water & Sewer Board
Weaver
Webb
Wetumpka
Winfield

Bronze Awards
(Loss ratio of 20% to 40%)

Alabaster
Athens Utilities
Berry
Bessemer
Boaz
Brighton
Demopolis
Elba
Enterprise
Eufaula
Excel
Falkville
Fyffe
Geneva
Glencoe
Goose Pond Colony
Gordo
Greensboro
Grove Hill
Guin
Gulf Shores Utility Board
Guntersville Electric Board
Haleyville
Harpersville
Hayden
Headland
Heflin
Brundidge
Camden
Camp Hill
Cedar Bluff
Chickasaw Utilities
Cowarts
Cullman
Daphne
Decatur Housing Authority
Hueytown
Jackson
Jacksonville Water Works, Gas/Sewer
Jasper
Kinston
Lake-View
Lanett
Loxley
Luverne
Marion Housing Authority
Mentone
Millbrook
Mobile Housing Board
Moody
Moulton
Muscle Shoals Utilities
Ohatchee
Oneonta
Opelika
Orange Beach
Ozark
Pennington
Phenix City
Prattville
Red Bay Water & Gas
Red Level
Steele
Sylacauga
Talladega
Tallassee
Triana
USS Alabama Battleship Commission
Vestavia Hills
Vincent Water & Sewer
Woodland
York

EMPLOYMENT PRACTICES LAW HOTLINE

1-800-864-5324



Through a toll-free Employment Practices Law Hotline, members can be in direct contact with an attorney specializing in employment-related issues. When faced with a potential employment situation, the hotline provides a no-cost, 30 minute consultation.

Popular Safety Videos for the Spring Season

- Fleas, Ticks and other Parasites (1.004)
- Right-of-Way Mowing Safety (5.032)
- Wheelbarrows (4.045)
- Tractor Safety (5.045)
- Lyme Disease: Danger in the Grass (7.026)

New Video Category: Public Official Liability Training

- Conducting Public Meetings (16.001)
- Zoning and Land Use Issues (16.002)
- Employment Practices (10.003)

To check-out a safety video, simply call, FAX,
or e-mail your request to Rachel Wagner at:

334-262-2566; rachelw@alalm.org;
or FAX at 334-263-0200.



For more information, call:
334-262-2566.



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publication with
your staff and
coworkers!**

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