

SAFETY INCENTIVE DISCOUNT REGIONAL TRAINING
Safety Coordinator and Public Officials/Administrative Staff
Association of County Commissions of Alabama
P.O. Box 5040, Montgomery, AL 36103
(334) 263-7594 • Fax (334) 263-7678



Participants in the ACCA Insurance Funds Safety Incentive Discount Program can fulfill requirements of training at four regional training locations throughout the state in the month of October. We will have two tracks of training, one for Safety Coordinators and one for Public Officials/Administrative Staff. A tentative agenda is below but please be aware that we are still nailing down the topics, so there could be small changes to the agenda. You will need to register those persons who wish to attend the training by filling out the form on the next page. **There is no cost for this training.**

Safety Coordinator Regional Training

REQUIRED FOR THE SAFETY COORDINATOR OF RECORD

1:30 - 4 p.m. - The training instructors will be from Meadowbrook Insurance

Topics to be Discussed:

- Injury Management
 - Return to Work to Manage Workers' Comp Claims
 - Roundtable Discussion of Safety Issues
 - Obstacles to Overcome
-

Public Officials/Administrative Staff Training

WE SUGGEST THAT THE PEOPLE WHO MAKE DECISIONS TO HIRE AND TERMINATE, DISCIPLINE, ETC. SHOULD ATTEND. WE ALSO SUGGEST THAT SOMEONE FROM THE SHERIFF'S OFFICE ATTEND.

9 a.m. - 4 p.m. (*Lunch will be served*) - The training instructor will be Sharleen Smith from the AUM Center for Government

Topics to be Discussed:

- Employee Handbook Training
- Importance of Written Employee Policies
- Performance Reviews
- Hostile Work Environment (*Harassment, Sexual, Verbal, Physical*)
- Discrimination (*Age, Racial, ADA*)
- Drug and Alcohol Policies

SAFETY INCENTIVE DISCOUNT REGIONAL TRAINING
Safety Coordinator and Public Officials/Administrative Staff
Association of County Commissions of Alabama
P.O. Box 5040, Montgomery, AL 36103
(334) 263-7594 • Fax (334) 263-7678



Person Completing Form: _____ County: _____

Mailing Address: _____ City/ST/Zip: _____

Phone: _____ Email Address: _____

Safety Coordinator Regional Training

(1:30 - 4 p.m.) - The training instructors will be from Meadowbrook Insurance

Please check the box of the date you would like to attend:

- _____ Wednesday, Oct. 1, Cullman, Cullman County (Cullman County Water Board, 2020 Beach Ave. SE)
- _____ Wednesday, Oct. 8, Gadsden, Etowah County (Courthouse, 800 Forrest Ave., Room 205)
- _____ Wednesday, Oct. 15, Montgomery, Montgomery County (Commission Chamber, 101 S. Lawrence Street)
- _____ Wednesday, Oct. 22, Demopolis, Marengo County (Demopolis Civic Center, 211 Walnut Ave.)

Attendee: _____ Attendee: _____

Attendee: _____ Attendee: _____

Attendee: _____ Attendee: _____

Public Officials/Administrative Staff Training

(9 a.m. - 4 p.m.) - The training instructor will be Sharleen Smith the AUM Center for Government

Please check the box of the date you would like to attend:

- _____ Thursday, Oct. 2, Cullman, Cullman County (Cullman County Water Board, 2020 Beach Ave. SE)
- _____ Thursday, Oct. 9, Gadsden, Etowah County (Courthouse, 800 Forrest Ave., Room 205)
- _____ Thursday, Oct. 16, Montgomery, Montgomery County (Commission Chamber, 101 S. Lawrence Street)
- _____ Thursday, Oct. 23, Demopolis, Marengo County (Demopolis Civic Center, 211 Walnut Ave.)

Attendee: _____ Attendee: _____

Attendee: _____ Attendee: _____

Attendee: _____ Attendee: _____