




W. BURRELL ELLIS, JR.
CHIEF EXECUTIVE OFFICER

FROM: W. Burrell Ellis, Jr. 
TO: DeKalb County Personnel
CC: Board of Commissioners
Keith Barker, Chief Operating Officer
Philippa Brown, Chief of Staff
RE: DeKalb County Safety & Loss Prevention Program
DATE: July 17, 2009

As the Chief Executive Officer of DeKalb County, I am always concerned about the safety and welfare of each of our county employees. It is our responsibility as an organization to ensure that we provide the safest possible working conditions for our workers. It is also imperative that we do our utmost to ensure the safety of our citizens whenever and wherever we may encounter them. Therefore, I call upon all DeKalb County employees to increase your efforts to ensure that you are incorporating safety into your daily functions and, thereby, ensuring that we are keeping everyone as safe as possible.

Because economic losses caused by accidents and injuries comprise a significant portion of our annual budget, it is vitally important that we minimize these losses wherever possible. I subscribe to the belief that the vast majority of accidents and injuries are preventable. In addition, we must do a better job when it comes to protecting ourselves, our resources, equipment, etc. Minimizing financial losses incurred by accidents and injuries *is always* important; however, at a time of economic crisis, reigning in these costs by reducing the accidents that create them is more important than ever.

As you all know, the Risk Management Division within the Finance Department has overall responsibility for the County's Safety & Loss Prevention Program. The Safety & Loss Prevention team is working hard across the county to ensure that all of you are in compliance with the County's 2009 Safety and Loss Prevention Program.

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It is my expectation that every department will fully cooperate with Safety & Loss Prevention, working hand-in-hand with them to implement the requirements of our County's Safety Program and, consequently, reducing the numbers of accidents and injuries in DeKalb County.

I have directed Risk Management to provide me with an annual report, which indicates how each department is performing with regard to losses. Additionally, the results of each formal safety audit are to be provided to me, the Chief Operating Officer, the Chief of Staff and the Board of Commissioners. It is my expectation that these reports will demonstrate full compliance with the County's Safety & Loss Prevention Program and, in turn, will demonstrate a lasting decline in the frequency and cost of all injuries and accidents within DeKalb County government.

Thank you for your attention to this important matter.