



LAMPTON-LOVE, INC.

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
Mirror Lake Plaza
2829 Lakeland Drive, Suite 1505 • Jackson, Mississippi 39232
(601) 933-3400 • Fax (601) 933-3420

Date: September 3, 2008
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – September 2008

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the "Monthly Safety Meeting Minutes and Attendance Record" (see attached form). **Please detach this form, fill out and mail or fax a copy to Polly Cox. Please keep the original for your records.**

Note: ONLY the Monthly Safety Meeting Minutes and Attendance Record is to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of September 2008. You may add topics, **but please document the following topics:**

1. News Briefs!!! (2 pages)
2. Hazardous Communication (11 pages)

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store all of your "2008 Monthly Safety Meetings"!!! This material may be referred to or used to train new employees. This manual should be kept in an area of the office that is easily accessible to all employees.

Be Smart..... Be Safe and Be Courteous!!!

Gene Maddox
Safety Director
Lampton-Love, Inc.
Office: 800-647-2434 or 601-933-3416
Cell: 662-633-2755



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

Time for School to Start

Just a reminder that it's time for your Local County and City schools to start. This means that there will be children catching the bus to school early in the mornings and will be exiting the bus on the trip back home in the afternoon. Some of these children will have to cross the road/street to get to and from the bus. The school buses will be making frequent stops, then there are the high school students that have just got their drivers license, they have really not had a lot of driver training. Mom and Dad buy them a car, tell them to be careful and turn them loose.

This is a time of the year we really have to be professional drivers. We have to watch for all that is mentioned above.

Below are a few things that we need to be cautious about during school hours.

- Always obey the posted speed limit when entering a school zone
- Never pass a stopped school bus
- When children are waiting for the bus on the side of road/street, slow down and move over if possible while passing by them.
- Always watch for school buses that could be stopped under a hill or in a sharp curve.

Just remember that there is someone's child or grandchild on that bus. Could it be Your's?????

Prohibited Harassment Other Than Sexual Harassment

We have had a Harassment incident to occur in one of our branches that is strictly prohibited by our companies. This incident was a physical altercation (fight) between a customer and our delivery person at the customer's home. Our Sexual and Other type Harassment Policy states that Lampton-Love and Companies has established a ZERO-TOLERANCE standard for any type of harassment. This policy applies to company employees and all non-employees with whom a Lampton-Love employee may come in contact with during the daily performance of his/her job. This will include:

- Customers
- Visitors
- Suppliers
- Vendors
- Contractors
- Temporary Employees, and/or
- Other Individuals

It is further understood that any of these individuals may be a victim or a violator under our company policy.

Lampton-Love and Companies define their workplace as not being limited to a fixed location or facility, but includes all company functions (on and off-site), business travel, vender locations, and any other location where business is conducted.

Physical Altercation whether it be fighting, pushing or punching will not be tolerated under Lampton-Love's harassment policy. Understand that violators of the policy will be subject to disciplinary action, up to and including termination of employment.

Any time we see that a misunderstanding is escalating into a possible Altercation we shall get in our truck and leave the customer's location, report the incident to your immediate supervisor, and to either the company President, Vice President, Risk Manager, or Safety Director.

Please understand if an employee for any reason gets into a Physical Altercation on a customers property it will be a no win situation for both the company and the employee. In this situation if the customer chooses to take legal action they will have the advantage over the company and the employee due to it taking place on the customer's property. Please keep this in mind and do not allow yourself to be put in this situation.

Hazard Communication

The information below will serve as your annual Hazard Communication Employee Training as required by our policy manual.

Overview of Hazard Communication:

The Hazard Communication Standard, 29 CFR 1910.1200, was designed to protect workers from the effects of any hazardous chemicals used or stored in the work setting. The standard, also referred to as the “Right-to-Know Law,” requires all employers to provide information and training on chemical hazards to any employees who have the potential of being exposed to a hazardous chemical “under normal conditions of use or in a foreseeable emergency.”

The presence of hazardous chemicals must be communicated to employees in a variety of ways, including:

- The hazardous chemical inventory;
- The use of Material Safety Data Sheets (MSDSs);
- The use of labels, tags or signs;
- The written Hazard Communication program.

The Hazcom Standard applies to companies with as few as one employee and only one hazardous chemical. Facilities covered by the standard include chemical manufactures, distributors, employers with chemicals on-site, employers with sealed containers only, and retail distributors.

What is Hazard Communication?

The Hazard Communication Standard, otherwise known as Hazcom or HCS, is based on a simple idea – employees have both the right and the need to know:

- What chemicals they are exposed to;
- The hazards of working with those chemicals;
- What they can do to protect themselves and those they work with.

When trying to develop a standard to protect workers, OSHA was faced with two problems:

- The potential seriousness of the injuries and illnesses caused by exposure to workplace chemicals;
- The fact that most employees working with those chemicals knew little or nothing about the potential hazards and how to protect themselves.

So OSHA developed the Hazard Communication Standard (29 CFR 1910.1200). You may also have heard the rule called the “Right-to-Know Law.” This is because it gives workers the right to know about the hazards they may face on the job.

What is in the Standard?

The HCS requires the employer to:

- Identify all hazardous materials in the workplace;
- Develop a written Hazard Communication program;
- Get Material Safety Data Sheets (MSDSs) for all hazardous chemicals in the workplace;
- Train employees about the standard. Provide information to employees on how to protect themselves from the hazards of chemicals.
- Assure employee access to MSDSs and to the company written Hazcom program.

Limited Provisions of the HSC:

Office workers who only occasionally work with hazardous chemicals are not covered by the HCS. OSHA considers most products like pens and adhesive tape to be exempt under the provisions of the rule.

However, in office environments where workers are exposed to large amounts of chemicals, the HCS applies.

For instance, if you add the toner to the office copier once a month, that would not meet the threshold of the HCS. But, if your job is to add toner to all 28 copiers in your building, then you would fall under the provisions of the HCS.

What makes a Chemical Hazardous?

Toxic or hazardous chemicals are any substances in your workplace that can hurt you. There are two main hazard categories?

- Health hazards;
- Physical hazards.

Health hazards include:

- Carcinogens, like benzene and formaldehyde;
- Toxic or highly toxic agents, such as pesticides and arsenic;
- Reproductive toxins, such as thalidomide and nitrous oxide;
- Irritants, such as bleach and ammonia;
- Corrosives, like battery acid and caustic soda;
- Sensitizers, like creosote and epoxy resins;
- Liver toxins (hepatotoxins), like ethanol and carbon tetrachloride;
- Kidney toxins, like xylene and ethanol;
- Nervous system toxins, such as toluene;
- Agents that act on bone marrow and lymph nodes, such as trimethoprim;
- Agents that damage the lungs, skin, eyes or mucous membranes, such as sodium nitrate and potassium chloride.

Physical hazards include:

- Combustible liquids, like ethanol;
- Compressed gases, such as acetylene;
- Explosives, like dynamite;
- Flammables, like acetone and toluene;
- Organic peroxides, such as dibenzoyl peroxide and didecanoyl peroxide;
- Oxidizers, like nitrous oxide, oxygen, and hydrogen peroxide;
- Pyrophorics, such as diborane and alkyllithiums;
- Unstable-reactives, like acetaldehyde and ethylene oxide;
- Water reactives, such as lithium, sodium and potassium.

The potential hazards can come in a number of different forms:

- Dusts
- Fumes
- Gases
- Mists
- Vapors

Hazardous Chemical Inventory:

Before employees can protect themselves against the hazardous chemicals in the workplace, they first must know what chemicals are used or stored in the workplace. The hazardous chemical inventory is a complete list of all hazardous chemicals at that site. This inventory must include:

- All hazardous chemicals used at the company;
- Hazardous chemicals taken off-site for use in other locations;
- Hazardous chemicals stored away from the main facility.

The Written Program:

All workplaces where employees are exposed to hazardous chemicals must have a written program. This written program must contain all of the elements of the rule, and show how the company has met all of the standard's requirements.

The written Hazard Communication program must explain:

- The company's method to determine which chemicals in the workplace are hazardous;
- The company's in-house labeling system;
- How MSDSs are received and kept, and the names of those in charge of labeling, MSDS collection and inventory;
- How hazardous chemical training is done. This must include:
 - Methods used for chemical-specific training
 - The type of safety precautions taught
 - Emergency and first aid training provided

- Types of training provided for certain non-routine tasks, such as yearly maintenance procedures, and for the hazards associated with unlabeled pipes;
- A list of all hazardous chemicals in the workplace;
- Plans for alerting employees about non-routine tasks and unlabeled pipe hazard notification procedures.

The employer must make copies of the written program available to the employees or to their representative, such as a union steward.

Hazard Warning Labels:

Each container of hazardous chemicals in the workplace is required to be labeled. In fact, the container may have more than one label, each label with its own purpose.

Chemical hazard warning labels are the quickest and easiest way for them to learn of the hazards that the material in the container presents. The in-house warning label must contain:

- The name of the material;
- Information about the health and physical hazards.

The label's warning should be immediate and understandable. The hazard warning label may tell employees:

- What the material is called (trade, chemical, or common name) so that the MSDS can be located;
- Health hazards;
- Physical hazards;
- What personal protective equipment (PPE) to wear when using the material.

No matter what system the employer uses, the warning labels must be legible and prominently displayed. And the employer must train employees on how to read the labels.

Read the Label – Every Time:

Train employees to always look at the label every time they use a hazardous chemical. Conditions may change or new ways of protecting workers from hazards may be found. That new information would be on the label.

If the employee is not sure of what the label is saying, have them check the MSDS or ask their supervisor. Tell them they should not work with a chemical if they are unsure of the hazards or the steps they need to take to protect themselves from those hazards.

Material Safety Data Sheets:

OSHA says that any employee that comes into contact with hazardous chemicals has to be given information about those hazardous chemicals. The most complete source of safety information is the Material Safety Data Sheet (MSDS).

An MSDS is a document supplied by the chemical manufacturer or importer that provides information about a hazardous chemical “that is prepared in accordance with this (hazard communication) standard.”

The employer is required to have a current MSDS for each hazardous chemical that is in the workplace. The employer must make MSDSs available to you whenever you are at work. The MSDSs for all hazardous chemicals that are in your work area must be located in that same work area.

MSDSs do not have to be in a given format, but OSHA has established certain requirements for them:

- They must be printed in English;
- They must be readily accessible in each work area during each work shift.

The employee should look at the health and safety information on the MSDS before using the chemical.

Not only will the MSDS help the employee determine what safety measures are needed, they could save valuable time in the event of an emergency.

What does the MSDS tell the employee?

- What the chemical is;
- Who makes the chemical;
- Where to call for more information;
- What substances in the chemical may be dangerous;
- What precautions are needed;
- What the symptoms of exposure are;
- What PPE is necessary;
- How severe the hazards of the chemical are.

An awareness of the hazard information on the MSDS can mean the difference between safely working with a chemical and a workplace tragedy.

For instance, reading the MSDS and finding out that headaches are a symptom of overexposure could mean the difference between ceasing to work with the chemical and experiencing a more dangerous overexposure.

Employee Information and Training:

The HCS requires every company, large or small, that uses even one hazardous chemical to provide employees with information and training.

OSHA expects that the employer provides the information and training employees need to stay safe on the job. Once armed with that knowledge, employees can take the necessary precautions to keep themselves and co-workers safe.

What the employee know?

The employer is required to inform employees of the following:

- The requirements of the Hazcom Standard;
- Where hazardous chemicals are used and stored in each work area;
- The location and availability of:
 - The written Hazard Communication program
 - The hazardous chemical inventory
 - MSDSs'
- How to find and read an MSDS;
- The type of labeling system used;
- The specific hazardous chemicals found in the employee's work area.

The standard also requires the employees be trained on specific work practices, emergency procedures and PPE that are needed for the chemicals in the workplace.

When must employees be trained?

The employer must provide employees with training;

- At the beginning of each new assignment involving a hazardous chemical'
- Whenever a new physical or health hazard is first introduced.

Employees must be trained prior to exposure.

Chemical specific training:

Since employers use many different chemicals, with different types of hazards, chemical-specific training may be done according to employees' needs. For companies whose employees work with so many chemicals that it is impossible to train on each specific one, training by hazard group is the preferred method.

Whatever method is used, chemical-specific training must include:

- How to detect the presence or release of a hazardous chemical;
- The physical and health hazards involved.
- Measures employees can use to protect themselves against these hazards, including:
 - The use of safe work practices;
 - Emergency procedures;
 - Proper PPE.

When must employees be retrained?

Additional training, or retraining, should be done whenever a new physical or health hazard is introduced into the work area. If a new solvent is brought into the workplace, and employees have already had training on similar solvents, OSHA says that no new training is required.

However, if chemicals are introduced which have different hazard than the ones employees have been trained on, new training must be provided for employees working in those areas.

Working with Chemical Hazards:

Before working with any hazardous chemicals, employees must:

- Receive Hazcom training;
- Know where to find the MSDS for the material;
- Understand the hazards of the material, and how to protect themselves from those hazards.

Employees should learn the specific elements of your company's Hazard Communication program by reading the written program, locating and reading the MSDSs and learning how to read hazard warning labels.

How employees can protect themselves...

- Learn as much as they can about the chemicals they work with;
- Check the MSDS for the signs and symptoms of chemical toxicity. If employees do not understand what the MSDS says, they should ask their supervisors;
- Use the PPE the MSDS recommends, and follow the safety guidelines it recommends;
- Understand how to use the recommended PPE properly, including how to clean and service the equipment.

What is "occupational exposure?"

If employees work with one or more chemicals that are either a physical or health hazard, then they have occupational "exposure" to those chemicals.

This would include "potential" exposure, that is, accidental or possible exposure.

Any chemical substance employee handle, whether it is a liquid, solid, vapor or dust, could cause harm if they aren't aware of how it can cause harm. That is why having the right information is so important.

How do chemicals get into the body?

Not all chemicals enter the body the same way. People can come into contact with chemicals in any number of ways, but chemicals only enter the body in one of three ways:

- Skin contact;
- Ingestion;
- Inhalation.

Skin contact:

Liquids may get on the skin accidentally, through a spill, or when you are working with them on a job process.

Some chemicals that get on your skin can cause an external reaction, like a burn or rash, such as when workers might use gasoline or solvent to clean their hands after work.

Other chemicals will more easily penetrate the skin, possibly with significant health results. An example is working with acrylonitrile without adequate protection.

Ingestion:

Exposure can also occur through swallowing. A chemical that cannot penetrate the skin may enter the body through the mouth. Drinking and eating, smoking or applying makeup in high risk areas increases the chance of accidentally swallowing a toxic material.

One example is work areas where lead is used. Lead is very easily transferred to the hands, or to the things you hold in your hands, and from there to your mouth while eating or smoking or applying makeup.

Inhalation:

Breathing in toxic dust or vapors is the exposure method most difficult to control. That is because you may inhale a harmful substance without being aware of it. It is hard to take precautions if you do not realize that a situation is occurring.

The perfect example is asbestos. The material is not necessarily irritating to the skin, but when inhaled, especially over time, is very damaging to the lungs.

The way in which a chemical enters the body can determine whether or not it will have an effect. Certain nickel compounds can cause serious health effects if inhaled, but are relatively harmless if swallowed. Ammonia, on the other hand, can irritate the eyes and skin and can also have harmful effects if swallowed.

How does your body react?

There are two types of chemical reactions:

- Local;
- Systemic reactions.

Local reactions take place at the site of the exposure. For instance, there is usually an immediate reaction on the skin, in the eyes or in the lungs if inhaled.

Systemic reactions typically occur sometimes after exposure, and may involve only certain bodily organs, known as target organs. With systemic reactions, you may not know you are being harmed until it is too late.

How much exposure is too much?

There are a wide range of effects from chemical exposures, some short-term and some permanent. With some chemicals, one exposure will make you ill, while with others it make take repeated exposures over a number of years to have an effect.

Ideally, employees will never have an exposure to a hazardous chemical. When employees must work with chemicals as part of their job, they must understand how the chemicals can cause harm and make the effort to properly protect themselves. No one can do that for them.

The goal of every employee should be to have no unprotected exposures when working with hazardous chemicals.

Hazard Communication Quiz

Directions: Read each statement carefully and select the response that best answers the question.

1. The Hazard Communication Standard provides for:
 - a) Training, labeling and Material Safety Data Sheets (MSDS)
 - b) Annual training, testing and certification
 - c) Annual medical testing
 - d) All of the above
2. What is the main way chemicals enter the body:
 - a) Skin absorption
 - b) Ingestion
 - c) Inhalation
 - d) All of the above
3. Training for Hazard Communication must occur:
 - a) Before you start working with a new chemical
 - b) When you are first employed
 - c) Within 20 days of beginning work with hazardous chemicals
 - d) Both A and B
4. If you cannot find an MSDS for a chemical that you are using, you should:
 - a) Look up the company's name and address from the hazard warning label and write to them requesting an MSDS
 - b) Call the producing company and ask for an MSDS
 - c) Notify your supervisor
 - d) None of the above
5. Chronic health hazard effects:
 - a) Happens right away, like breathing in fumes
 - b) Always includes irritation, narcosis and death
 - c) Generally result from long-term exposure and are of long duration
 - d) Are always indicated by bronchitis and carcinogenicity
6. The written program must also contain:
 - a) Sample MSDSs
 - b) The hazardous chemical inventory
 - c) Sample shipping papers
 - d) All of the above
7. Which of the following statements about handling hazardous chemicals is **NOT** true:
 - a) Don't eat, drink or smoke near hazardous chemicals
 - b) PPE is only necessary when a chemical can cause chronic health hazard effects.
 - c) Know where the nearest eyewash station or emergency shower is located.
 - d) Wash your hands after using a chemical.

Hazard Communication Answer Key

1. A
2. D
3. D
4. C
5. C
6. B
7. B

SEPTEMBER 2008
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments:

By my signature below, I certify that I attended and participated in this Safety Meeting and I understand the material presented.

Employee Name (Please print)	Employee Signature	License Expires*	Endorsements **	DOT Physical Expires ***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

* List driver's license expiration date in this column.

** Check licenses for proper endorsements and re-testing. (For example: "HazMat") List endorsements in this column.

*** List DOT physical expiration date in this column.

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____ **Date:** _____

Mail or fax this sheet only to: Lampton-Love Inc.
Gene Maddox/Polly Cox
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420