



LAMPTON-LOVE, INC.

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Date: September 4, 2007
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – September 2007

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 it 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 2007. You may add topics, but please document the following topics:

1. Brief News Briefs!!! (2 pages)
2. Pipe Tread Sealants (5 pages)
3. Sexual & Other Types of Harassment (8 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 "2007 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

BRIEF NEWS BRIEFS!!!

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

TEST YOUR STROKE IQ - Did you know that stroke affects four out of five people – either you or someone you know? Check your knowledge about this life-threatening event. Knowing these surprising facts could save your life or the life of someone you love. ***True or False***

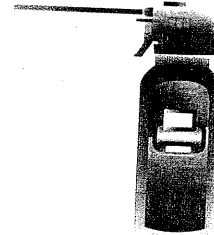
Questions:

1. Stroke is also known as a “brain attack.”
2. Stroke is an old person’s worry.
3. There are ways to tell if someone is having a stroke.
4. Stroke is the leading cause of adult disability.
5. Once a stroke starts, it can’t be stopped.
6. You can’t prevent stroke.

Answers:

1. **True** – Greater awareness of heart attack symptoms has helped lower the number of premature deaths from heart attack. Experts sometimes refer to stroke as a “brain attack” in the hope that people will regard it with the same urgency as a heart attack.
2. **False** – Nearly a third of strokes occur in people under age 65.
3. **True** – Symptoms may include weakness, numbness or paralysis on one side of the face, arm or leg; sudden blurred or decreased vision; difficulty speaking or understanding simple statements; dizziness; sudden severe, unexplainable headaches.
4. **True** – It is also the third leading cause of death.
5. **False** – Emergency medical help may include a clot-busting drug that works if given during the first three hours of an attack. Quick action is most important.
6. **False** – The National Stroke Association says 80% of strokes are preventable. **Some factors that can help lower your risk:** Keep your blood pressure under control (nearly one-third of people with high blood pressure don’t know they have it), keep your cholesterol in check, know whether you have an irregular heartbeat known as atrial fibrillation and quit smoking.

SAFETY CORNER: Air Can Warning – Recently, a worker went to the hospital with eye injuries and facial burns because he sprayed a can of compressed air into a fax machine and the machine exploded in his face. While most compressed air dusters – the cleaners used to remove dust and lint from office equipment – are nonflammable, a few on the market are extremely flammable. Before using any product, always read the label to learn about hazards, warnings and precautions to take. Exercise caution by making sure all equipment is turned off, unplugged and cooled down before spraying it. **Best Bet:** Purchase a nonflammable air duster from your office supply company and wear safety glasses when using it.



Pipe Thread Sealants
Are they All Approved for LP Gas?

The answers being no, all sealants are not approved for LP Gas. When purchasing pipe thread sealants we must be sure that the sealant is approved for LP Gas. Even though you may be buying the sealant through an LP Gas parts supply dealer does not necessarily mean that you are getting an approved sealant. Also if you are buying from a local Hardware Store, read the container label to ascertain that the sealant you are buying is approved for LP Gas. A lot of plumbing supplies that are purchased from Hardware Stores are for water plumbing and the sealants they sale are not approved for LP Gas. This also applies to Teflon Tape sealants, not all are approved for LP Gas.

Attached you will find Sealant Recommendation Charts from two different sealant companies. As you can see from the charts, not all sealants are approved for LP Gas. Also attached is some information about Rectorseal's, Tru-Blu with PTFE. Although Rectorseal does carry sealants that are approved for LP Gas, Tru-Blu is not an approved sealant. If you are using Tru-Blu pipe thread sealant, discontinue its use immediately.

GASOILA

CHEMICALS

HOME

ABOUT US

PRODUCTS

MSDS SHEETS

FAQ'S

NEWS

SEALANT CHART

Pipe Thread Sealants

PTFE Tapes

Penetrants & Lubricants

Cleaners

Cutting Oils

Epoxy Putty

Gasket Makers

Cable Ties

Expanding Foam

Leak Detectors

Gauging Paste

Thread Lockers

Floor Merchandiser

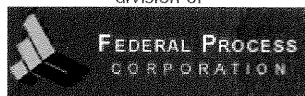
Thred Gard Anti-Seize

Sealant Recommendation Chart

Use the chart below to link to the correct sealant for your application

	↓ Gasoila® Soft-Set	↓ Gasoila® Hard-Set	↓ PLS®2	↓ Gasoila® 100	↓ Gasoila® High-Fill (JC-30)	↓ Gasoila® -NT	↓ FasSeal -ATS™
Acids, dilute	•	•	•	•	•	•	•
Acids, concentrate				•			
Air, compressed	•	•	•	•	•	•	•
Alcohol				•			
Ammonia, anhydrous	•	•	•	•	•	•	•
Ammonia, gaseous	•	•	•	•	•	•	•
Ammonia, liquid	•	•	•	•	•	•	•
Aliphatic Solvents	•	•	•		•	•	•
Aromatic Solvents	•	•	•		•	•	
Brine	•	•	•	•	•	•	
Butane	•	•	•	•	•	•	•
Caustic, dilute		•		•			
Caustic, concentrate		•		•			
Chlorinated Solvents	•	•	•	•	•	•	
Coal Tar	•	•	•	•	•	•	
Cutting Oils	•	•	•	•	•	•	
Diesel Fuels	•	•	•		•	•	•
Ethanol				•			
Ethylene glycol (anti-freeze)	•	•	•	•	•	•	
Fatty acids & liquids	•	•	•	•	•	•	
Freon™	•		•	•	•	•	
Gasahol (unleaded & 10% alcohol)	•		•		•	•	
Gasoline	•	•	•		•	•	•
Glycerine	•	•	•	•	•	•	
Heating Oils	•	•	•		•	•	
Helium, gaseous	•	•	•	•		•	
Inert Gas	•	•	•	•	•	•	
Jet Fuel	•	•	•		•	•	•
Kerosene	•	•	•		•	•	•
Ketones	•	•	•		•	•	
→ Liquified Petroleum gases (LPG)	•	•	•	•	•	•	
Methanol			•				
Methyl Chloride	•	•		•	•	•	
Mineral Oils	•	•	•	•	•	•	
Naphthas	•	•	•	•	•	•	
Natural Gas	•	•	•	•	•	•	•
Nitrogen, gaseous	•	•	•	•	•	•	•

Gasoila Chemicals is a
division of



4620 Richmond Road
Cleveland, Ohio 44128
Ph: 216.464.6440
Fax: 216.464.2080
Toll-free: 1.800.846.SEAL
info@federalprocess.com
www.federalprocess.com



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Trusted for Years...

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Pipe Thread Sealant Applications Chart	↓ RectorSeal® No. 5®	↓ RectorSeal® No. 7	↓ RectorSeal® No. 21™ Black Jack™	RectorSeal® No. 100 Virgin	RectorSeal® T Plus 2	RectorSeal® No. 5® Special	RectorSeal® No. 5® Sub-Zero	RectorSeal® Tru-Blu™
Acids, dilute	☑	☑	☑	☑	☑	☑	☑	☑
Acids, concentrated		☑						
Air, compressed	☑	☑	☑	☑	☑	☑	☑	☑
Alcohols, all		☑						
Ammonia, gaseous	☑	☑	☑	☑	☑	☑	☑	☑
Ammonia, liquid	☑	☑	☑	☑	☑	☑	☑	☑
Aliphatic solvents	☑	☑	☑	☑	☑	☑	☑	☑
Aromatic solvents		☑						
Caustic, dilute	☑	☑	☑	☑	☑	☑	☑	☑
Caustic, concentrated		☑						
Chlorinated solvents		☑						
Cutting oils (low aromatic)	☑	☑	☑	☑	☑	☑	☑	☑
Diesel fuel oil	☑	☑	☑			☑	☑	☑
Ethylene glycol (anti-freeze)		☑						
Fatty acids, liquid		☑						
Gasohol (unleaded 10% alc)	☑	☑	☑					
Gasoline	☑	☑	☑			☑	☑	☑
Glycerine		☑						
Heating oils	☑	☑	☑	☑	☑	☑	☑	☑
Helium, gaseous	☑	☑	☑	☑	☑	☑	☑	☑
Hydraulic oils	☑	☑	☑	☑	☑	☑	☑	☑
Hydraulic fluids, water/glycol		☑						
Hydrogen, gaseous	☑	☑	☑	☑	☑	☑	☑	☑
Inert gases	☑	☑	☑	☑	☑	☑	☑	☑
Jet Fuel (JP3, 4 5)	☑	☑	☑			☑	☑	☑
Kerosene	☑	☑	☑			☑	☑	☑
Ketones		☑						
→ Liquified Petroleum gases	✓☑	✓☑	✓☑					
Mineral oils	☑	☑	☑	☑	☑	☑	☑	☑
Natural gas	☑	☑	☑	☑	☑	☑	☑	☑
Nitrogen, gaseous	☑	☑	☑	☑	☑	☑	☑	☑
Oxygen, gaseous								
Petroleum solvents	☑	☑	☑					☑
	☑	☑	☑	☑	☑	☑	☑	☑



RECTORSEAL® TRU-BLU™ with PTFE Vibration Resistant Pipe Thread Sealant

[Description](#) | [Characteristics](#) | [Applications](#) | [Packaging](#) | [Instructions](#) | [Precautions](#) | [Specifications](#) | [Limited Warranty](#)

DESCRIPTION:

RectorSeal® Tru-Blu™ is a fast drying, adhesive thread sealant. It is especially suited for high vibration environments such as refrigeration or compressor applications. It contains PTFE for better thread sealing and for lubrication to facilitate easy break-out. It is also great for use as a positive lock and seal on threaded fasteners.

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CHARACTERISTICS:

- Stays flexible - designed for areas of high vibration and thermal expansion/contraction
- Contains PTFE
- For use with water (hot or cold)
- Lead free and contains no metal
- Brushable from 20 degree F to 140 degree F
- Excellent as a gasket adhesive on flanges
- Low odor, non-separating
- Lubricates and protects threads
- Easy application - brush top applicator

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APPLICATIONS:

RectorSeal® Tru-Blu™ is recommended for pipe made of galvanized steel, iron, brass, copper, aluminum, stainless steel, PVC, CPVC, polyethylene, and reinforced fiberglass.

RectorSeal® Tru-Blu™ is recommended for pipe carrying:

Acids, Dilute	Diesel Fuel Oil	Mineral Oils
Air, Compressed	Freons (All)	Natural Gas
Ammonia- Gaseous	Gasoline (leaded unleaded)	Nitrogen, Gaseous
Aliphatic Solvents	Heating Oils	Petroleum Solvents

Tru-Blu Not Approved For
L.P. GAS

Brine	Hydraulic Oils	Refrigeration Oil
Carbon Dioxide, gaseous	Inert Gases	Steam
Caustics, Dilute	Jet Fuel (JP3, 4, 5)	Sugar, Liquid
Cutting Oils	Kerosene	Water (hot or cold)
	Manufactured Gases	Water gas

Not recommended for oxygen .

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PACKAGING:

Sexual and Other Types of Harassment Training

As we talked about in the Manager's Meetings, the new Harassment Training would be sent out in an upcoming Safety Meeting so the training could be presented to all the employees at the branch, I have included it in this September Safety Meeting.

When you present this Safety Meeting, I ask that you make a copy of the Harassment Training to give to each employee. I have also included an, Acknowledgement of Receipt Form, for each employee to sign acknowledging that he/she did attend the Harassment Training and did receive a copy of the Harassment Training. This form needs to be returned along with the signed Safety Meeting Minutes and Attendance Record to the Safety Department in Jackson.

As a reminder, any **New Hire Employee** shall receive the training within 30 days of hire date. Plus all employees shall receive a refresher training annually.

Sexual and Other Types of Harassment Training

Lampton-Love, Inc., Group of Affiliated Companies has established a zero-tolerance standard for any type of harassment. As an equal opportunity employer, Lampton-Love, Inc., Group of Affiliated Companies is committed to providing all of its employees with a workplace that is free of harassment.

This includes sexual harassment as well as verbal, physical, or psychological harassment due to race, color, religion, sex, national origin, disability, age, or any other protected characteristic under state or federal law.

Lampton-Love, Inc., Group of Affiliated Companies shall follow all applicable state and federal (Equal Employment Opportunity Commission) laws in prohibiting sexual harassment or harassment of any type, in our workplace and while performing any and all work-related duties.

Lampton-Love, Inc., Group of Affiliated Companies defines its workplace as not being limited to a Lampton-Love, Inc., Group of Affiliated Companies facility, and includes all company functions (on- and off-site), business travel, vendor locations, customer locations, and any other location where Lampton-Love, Inc., Group of Affiliated Companies business is conducted.

This policy applies to all Lampton-Love, Inc., Group of Affiliated Companies employees and all non-employees with whom a Lampton-Love, Inc., Group of Affiliated Companies employee may come into contact with during the daily performance of his/her job, including:

- 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 this Lampton-Love, Inc., Group of Affiliated Companies policy.

Sexual & Other Types of Harassment Procedures

Lampton-Love, Inc., Group of Affiliated Companies' sexual and other harassment procedures have been developed to achieve several goals.

They include:

- To clearly define sexual and other types of harassment;
- To ensure all Lampton-Love, Inc., Group of Affiliated Companies employees are trained and provided periodic retraining on sexual and other types of harassment issues;
- To make sure all Lampton-Love, Inc., Group of Affiliated Companies employees understand that the company will not tolerate any sexual or other form of harassment;
- To make sure all Lampton-Love, Inc., Group of Affiliated Companies employees understand that violators of this policy may be subject to disciplinary action, up to and including termination of employment; and
- To ensure employees understand they will not be subject to retaliation or discipline for reporting or complaining of any type of harassment.

Definition of Sexual Harassment

According to the EEOC guidelines, sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act. It can include several forms, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (including same-sex harassment) when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as either the basis for, or a factor in, an employment decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Conduct and Behavior Which May be Considered Sexual Harassment

Lampton-Love, Inc., Group of Affiliated Companies expects each employee to exercise sound personal judgment concerning the possible effects on others of his/her actions - specifically but not limited to personal behavior and language.

Inappropriate, unacceptable, or offensive behavior and language that could be considered sexual harassment may include:

- Unwelcome or unwanted sexual advances. This means patting, pinching, hugging, cornering, kissing, fondling, brushing up against, or any other similar physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment status or advancement opportunity.
- Verbal abuse (even if intended as kidding) that is of a sexual nature and considered unacceptable or offensive by another individual. This includes graphic comments about an individual's body or appearance, sexually degrading words to describe an individual, or telling sexually graphic jokes or stories that may be offensive to others.
- Engaging in unwanted sexually oriented conduct with someone that interferes with his/her work activities or performance.
- Creating a hostile, offensive, or intimidating work environment. This includes the display in the workplace of sexually suggestive objects, materials, or pictures.

Conduct and Behavior Which May Not be Considered Sexual Harassment

Normal, courteous, mutually respectful, non-coercive conversations and interactions between employees, customers, visitors, suppliers, vendors, contractors, temporary employees, and/or other individuals that are acceptable to both parties may not be considered sexual harassment.

Isolated comments of a sexual nature, while possibly objectionable, are not necessarily sexual harassment.

Furthermore, as a general rule, conduct between consenting parties, or actions arising out of current personal or social relationships where there is no coercion involved, may not be viewed as sexual harassment.

Conduct and Behavior Which May be Considered Harassment

Lampton-Love, Inc., Group of Affiliated Companies is committed to creating an environment that is free of all forms of harassment - both verbal and nonverbal. Language and personal behavior that could be considered harassment (other than sexual) may include:

Verbal Harassment

- Telling offensive (ethnic or religious) jokes, taunting, or mimicking others.
- Making disparaging or derogatory comments or remarks that perpetuate stereotypes about a protected individual or group.

- Directing denigrating slurs, epithets, insults or comments towards a protected individual or group.
- Making verbal threats of physical violence, intimidating other employees, or making harassing phone calls.

Non-Verbal Harassment

- Displaying offensive, derogatory, inappropriate, or other graphic materials in common areas.
- Segregating or discriminating against an employee or co-worker.
- Physically assaulting, abusing, or threatening specific employees or co-workers.

Complaint Reporting

Any Lampton-Love, Inc., Group of Affiliated Companies employee believing he/she has been the victim of sexual or other harassment should report the complaint/incident or alleged discrimination without fear of retaliation.

Lampton-Love, Inc., Group of Affiliated Companies encourages all employees to report any sexual or other harassment situation as promptly as possible.

The report should be made to:

- The employee's immediate supervisor; or
- Company President, Vice President, Risk Manager or Safety Director, if the complaint involves the employee's immediate supervisor, or
- Any management individual with whom the employee feels comfortable.

Conduct and Behavior in Customer's Home or While on Customer's Property

Lampton Love, Inc., Group of Affiliated Companies expects our employees to present themselves in a professional manner any time they are at a customer's location. Recognizing that the relationship between the company and the customer is paramount to our very existence, the following applies:

- We shall conduct ourselves in a professional manner at all times.
- We shall follow all applicable codes and regulations when performing our assigned duties at the customer location.
- We shall explain any company procedures or regulations that the customer has questions about in a non-degrading or non-offensive manner.
- We shall avoid any unwelcome or unwanted sexual advances, including patting, pinching, hugging, cornering, fondling, or any other physical contact that is unacceptable by other individuals.

- We shall not engage in any verbal abuse (even if intended as kidding) that could be considered offensive by other individuals. This includes graphic or degrading comments about an individual's body or appearance, sexual degrading words to describe an individual, or telling graphic jokes or stories that may be offensive to others and profanity in general.
- We shall not display any sexually suggestive objects, materials, or pictures that could be offensive to others.
- Generally all the rules of our Harassment Policy apply at the customer's home and property.

Investigation Procedures

All complaints will be promptly and thoroughly investigated by President, Vice President, Risk Manager and Safety Director, who will conduct a fair and impartial investigation.

The investigator shall discuss the complaint with both parties, and shall question all employees who may have knowledge of either the actual incident or similar situations. The complaint, investigative steps and findings, and disposition shall be documented.

Complaints shall remain confidential except where circumstances arise in which others may have a need to know.

When the investigation is complete, the Company President, Vice President and Risk Manager shall recommend any appropriate corrective or disciplinary action to Vice President and Regional Managers. Results of the investigation and any recommended corrective or disciplinary action shall be communicated to the individual who filed the complaint.

If the investigation reveals that an employee has engaged in harassment, that individual shall be subject to disciplinary action up to and including termination.

An employee who is dissatisfied with the resolution of a complaint should discuss the matter with President, Vice President, or Risk Manager who will review the matter and determine whether additional action is justified or warranted.

Complaints of Harassment against Non-Employees

Any Lampton-Love, Inc., Group of Affiliated Companies employee who feels that he/she has been harassed by a non-employee while performing normal work-related duties or during a normal workday, or at a Lampton-Love, Inc., Group of Affiliated Companies function, should report the incident to his/her immediate supervisor or other Lampton-Love, Inc., Group of Affiliated Companies management personnel as soon as possible. Lampton-Love, Inc., Group of Affiliated Companies management personnel are expected to assess the situation and take prompt and appropriate action.

An employee who is dissatisfied with the resolution of a complaint against a non-employee should discuss the matter with President, Vice President, Risk Manager and/ or Safety Director, who will review the matter and determine whether additional action is justified or warranted.

Other Related Information

Lampton-Love, Inc., Group of Affiliated Companies will not tolerate any form of retaliation towards employees who come forward with any type of harassment complaints. Any retaliation incidents should be reported to your immediate Supervisor.

Any Lampton-Love, Inc., Group of Affiliated Companies employee who presents a knowingly false or frivolous claim that is proven to be untrue could be subject to civil repercussions from the falsely-accused party.

Sexual and Other Types of Harassment Training
Acknowledgement of Receipt

I, _____, knowledge that I have attended and did receive a copy of the Sexual and Other Types of Harassment Training from Lampton-Love, Inc., Group of Affiliated Companies. Furthermore, I agree that I do understand and will abide by all aspects of this Training.

Employee Signature

Date

Manager Signature

Date

SEPTEMBER 2007
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments:

STROKES

COMPRESSED AIR

PIPE THREAD SEALANTS

SEXUAL and OTHER TYPES OF HARASSMENT TRAINING

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