



LAMPTON-LOVE, INC.

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Date: April 1, 2009
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – April 2009

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 April 2009. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Eye Safety and Preventing Sprains and Strains) (2 page)
2. Tire and Wheel Safety (2 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 "2009 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!!!

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PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

LOOK: AN EYE SAFETY CHECKLIST

According to Prevent Blindness America, more than 2,000 people injure their eyes at work each day. Of these work-related injuries, 10 to 20 percent will cause temporary or permanent vision loss. *Don't take chances with your sight – keep this checklist close at hand:*

- ✓ **Know** what eye hazards exist at your workplace and how to avoid them.
- ✓ **Eliminate** hazards, if you can, before starting work. Use machine guarding, protective screens, shields or other engineering controls to protect yourself and your co-workers from splashes and flying particles.
- ✓ **Refer** to the Material Safety Data Sheet (MSDS) before using any chemical to learn about hazards, methods of protection and emergency treatment for exposure.
- ✓ **Wear** the appropriate personal protective eye gear when working. Make sure it's labeled ANSI Z87 and designed for the job.
- ✓ **Know** the location of the nearest worksite eyewash station and how to use it (see using an eyewash).
- ✓ **Give** your eyes a break. Even if you can't get up and walk around, close your eyes for a minute every hour.
- ✓ **Adjust** your computer monitor. Place your monitor 20 to 30 inches from your eyes (about the length of your arm). Your vision level should meet the monitor's top edge.
- ✓ **Use** indirect light or task lighting rather than overhead lighting if you can. If you can't change the lighting, reduce glare by using a glare screen or dimming your monitor screen.
- ✓ **Get** your eyes checked regularly – every other year after 40 years old and every year after 60 years old (more often if you have vision problems).

PREVENTING SPRAINS and STRAINS

Tips for avoiding workplace injuries

Sprain or Strain? They are not the same! Sprains are injuries to ligaments; Strains are injuries to muscles or tendons. Either way, taking the proper safety precautions and lifting techniques while on the job is your best chance at avoiding the pain of a sprain or strain.

Over six million injuries occur in the workplace each year. Sprains, strains and tears to muscles and connective tissues are some of the most common injuries workers experience. Sprains and strains can result from lifting injuries, being hit by fallen objects, or even a simple misstep. Overusing your muscles can also cause problems.

Sprains occur when a ligament has been stretched too far from its normal position. Sprains of the fingers, wrists, knees and ankles are most common.

Strains are the result of pulling too far on a muscle or by pulling a muscle in one direction while it is contracting. Strains can also be caused by repetitive movements that lead to an overstretching of muscle fibers. Strains of the back, neck, groin and hamstring are most common.

Tips for Prevention: To help reduce your risk of sprains and strains at work, keep these tips in mind:

- Follow your company's guidelines for lifting, especially if your position requires you to lift particularly heavy items.
- Reduce repetitive movements if possible; chronic strains are usually the result of overuse.
- Use proper form while completing tasks – extensive “gripping” can increase the risk of hand and forearm strains.
- Practice safety measures to help prevent falls; avoid slippery surfaces, and always use harnesses and nets if applicable.
- Wear proper attire, especially footwear and other applicable protective equipment.
- Consider your posture when sitting for long periods of time; maintain an overall relaxed position.
- Maintain fitness and flexibility and develop a reserve of strength.

APRIL 2009 SAFETY MEETING

TIRE and WHEEL SAFETY

On a typical bobtail, less than 120 square inches of tire tread are in contact with the road surface at any given time. Literally and figuratively a great deal is riding on this small contact area. The traction generated on the road surface by the tires allows you to turn, accelerate, stop and steer clear of disaster. Anything that interferes with a tire's ability to generate traction can ruin your whole day. In this meeting, we will discuss tire and wheel safety, especially as it applies to drivers, because most tire and wheel failures can be averted with proper inspection and care.

Listed below are some tire inspection items:

- Check for bulges, sidewall separation, cut, exposed fabric or steel and proper alignment.
- Run your hands over the tire to check for "feathering" and "cupping".
- Check for proper tire inflation. Remember not all tires are designed to hold the same inflation pressures. Refer to the tire sidewall or the vehicle manufacture for proper inflation pressures. Most tire failures are attributable to under inflated tires allowing excess heat to build up causing the tire to fail. Studies have shown that running a tire under inflated by 20% increases wear by 16% and increases fuel consumption by 2%. Experts at Goodyear Tire and Rubber suggest that tires be checked for inflation at least once a week using a good, high quality pressure gauge. Tire pressure should always be checked when the tire is cold.
- Check the rear dual tires. The tires should be of the same type, size and construction. Check to ensure that objects are not stuck in between the tires such as rocks, wood or other road debris. Similarly, both tires on the steering axle should be of the same make, design and load rating.
- Check for defective welds, cracks, elongated bolt holes, loose nuts or clamps.
- Check wheels for evidence of road damage such as bent rims or physical damaged caused by accident or road debris.
- Tread Depth – tires on steering axles must have at least 4/32" tread depth. Tires not on a steering axle must have a least 2/32" of tread depth. Use a good, high quality tread depth gauge that can be purchased at any auto service department. Tread depth measurements should not be made where tie bars, humps or fillets are located.
- Ensure tires/wheels are balanced when possible. Check for evidence that wheel weights have fallen off wheels causing them to become unbalanced.
- Check on the inside of the tire/rim assembly for evidence of damage by broken suspension components or road hazards. Tires can look great on the outside but could be in very poor condition on the inside.
- Check load rating on tires to ensure they are not overloaded.
- Check for evidence of extreme "weather checking". Tires can deteriorate over time while absorbing the sun's rays. This deterioration could ultimately lead to tire failure.

When was the last time you carefully examined all the tires/wheels on your vehicle? If you're like many drivers, you can't remember. Take the next opportunity to closely examine each tire/wheel on your truck. Additionally, take a look at the tires on your personal vehicle when you get home. Tires operate in a very tough environment, and their condition changes each day. Carefully monitor their condition and take the appropriate action when you discover problems. Remember, most tire failures can be averted with good high quality inspections.

APRIL 2009
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.
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