



LAMPTON-LOVE, INC.

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Date: April 7, 2010
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – April 2010

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 2010. You may add topics, **but please document the following topics:**

1. News Briefs!!! (The Importance of Good Housekeeping) (2 pages)
2. Safety Meeting: (Conducting Regulator Performance Tests) (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 “2010 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)

THE IMPORTANCE OF GOOD HOUSEKEEPING

With the onslaught of winter finally behind us, it's a good idea to concentrate on housekeeping issues. Its human nature to slack off on housekeeping issues during the cold of winter but as winter gives way to spring, we do well to think about housekeeping. Maintaining good housekeeping is an important part of any job. There are a number of advantages to having a clean and orderly workplace, including: avoidance of accidents, better fire prevention, improved health of employees, and increased worker efficiency and morale

Avoidance of accidents is one of the major goals of any company. That occasional piece of scrap or wet spot on the floor can cause slip, trip, and fall hazards. Cluttered aisles, dirty truck cabs and congested work areas can add to the dangers. A thorough regular and successful program of good housekeeping that eliminates hazards makes good sense for everyone.

Housekeeping can appear to be a never-ending and thankless job, but if too much dirt, debris, and disorder are allowed to accumulate, this can eventually lead to production problems caused by increased accidents, inefficiencies, absenteeism and turnover. Typically, you will find that places that have good housekeeping will have competent supervisors, happier employees and lower accident rates.

People don't really enjoy working in areas that are disorderly and crowded with hazards. They don't want to continuously climb over excessive accumulations of spilled material, be hit by objects falling from above, or scrape up against poorly placed materials.

Keeping everything in order will prevent these incidents from occurring.

Responsible employees know that good housekeeping cannot be maintained simply by an occasional large cleanup. It must be planned on a regular basis. It should also be a part of everyone's daily routine.

GOOD HOUSEKEEPING CHECK POINTS:

- ❖ Is your workplace and truck cab neat and orderly?
- ❖ Do your employees know that housekeeping is everyone's responsibility?
- ❖ Are spills and slippery spots cleaned up immediately?
- ❖ Are employees provided with adequate storage areas to put tools and other work items away?
- ❖ Is the back work deck and cab of your truck clean and free of tools or other objects?
- ❖ Is excess debris removed from the premises?
- ❖ Are you neat and orderly at your customer locations?

Housekeeping is everyone's responsibility and every worker should hold every other worker accountable for his/her housekeeping habits. If you can help eliminate just one serious accident all your efforts are worth it. Remember the old adage, "your mother doesn't work here, clean up behind yourself". Commit yourself to be part of the solution and not part of the problem; it's a "win, win" for everyone. One last statistic, it is estimated that a worker loses 13 weeks of productivity during his/her career because of poor housekeeping practices!! Enjoy the warm weather and always practice safety in all things you do.

APRIL 2010 SAFETY MEETING

CONDUCTING REGULATOR PERFORMANCE TESTS

During the reviews of the safety checks that are required by the guidelines of states that participate in a water heater rebate program, concerns about conducting regulator performance tests were identified. These operational tests should be performed to determine that the settings on pressure regulators are proper for **flow** conditions to all appliances and that pressure regulators **lock-up** properly under no-flow conditions.

Performing a Flow Pressure Test

The regulator flow pressure test is done first, making out-put pressure adjustments if needed.

- ✓ **Step 1:** Install a water column manometer or other suitable low pressure measuring device in the second-stage regulator outlet test tap, or in the test tap of an appliance shut-off valve at the appliance farthest from the regulator.
- ✓ **Step 2:** Relight all pilots and operate all appliances at full capacity.
- ✓ **Step 3:** Check the flow pressure shown on the manometer with all appliances operating. If necessary, adjust the 2nd stage or line regulator to 11 inches water column. Delivery (flow) pressure must not fall to less than the appliances' required input pressures as given on the manufacturer's appliance rating plates.

If adequate flow pressure is not maintained with all connected gas appliances operating, check for the following problems:

- The regulator output capacity may not be adequate to supply the connected appliances.
- The service regulator upstream may not be properly sized.
- Piping may be too small and friction losses may be limiting the gas volume and pressure available to the appliances and/or regulator being flow tested.

If the flow tests are satisfactory, the next check is to test the regulator lock-up.

Performing a Regulator Lock-Up Test

- ✓ **Step 1:** Turn all appliance controls off.
- ✓ **Step 2:** Close all appliances shut-off valves.
- ✓ **Step 3:** Leave the container service valve open in order to maintain pressure on the system. With the appliance shut-offs in the off position, the pressure will increase slightly then stop. This is the lock-up pressure. The lock-up pressure should not exceed the flow pressure by more than 30 percent.

- ✓ **Step 4:** Watch the pressure for one minute. If the flow pressure was 11 inches water column, then the lock-up pressure should not exceed 14.3 inches water column. The pressure should stay steady and not creep up during your observation period. If the regulator fails to lock-up or creeps upward, the regulator is malfunctioning. This problem indicates the regulator must be replaced.

Never exceed the manufacturer's recommendation for flow and lock-up pressure. Never attempt to perform these tests unless you have been properly trained.

Documentation

The job isn't finished until all paperwork is properly completed. All required pressure, flow, and lock-up tests and leak checks must be documented on the designated company form or report per your company's standard operation procedures (SOP).

Operating pressures are very critical to proper appliance operation. Many high efficiency appliances will not operate if regulator lock-up pressure is too high or flow pressures are not within operating range. Always consult the appliance manufacturer's operating instruction for required gas pressure information.

APRIL 2010
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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