

**Date:** April 4, 2011  
**To:** All Branch Managers  
**From:** Gene Maddox  
**Subject:** Branch Office Monthly Safety Meeting –April 2011

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 Lynn Eldridge. 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 2011. You may add topics, **but please document the following topics:**

1. News Briefs!!! (When You Least Expect it... Lesson Learned)
2. Safety Meeting: (Hazard Communication Annual Training)

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 “2011 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  
E-mail: gmaddox@lamptonlove.com



**PROPANE**  
EXCEPTIONAL ENERGY

## NEWS BRIEFS!!!

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

### WHEN YOU LEAST EXPECT IT...LESSON LEARNED

The prospect of having an accident is something no one likes to think about. Time and again we hear our managers, supervisors or co-workers telling us to be careful, work safely and use personal protective equipment. Yet, do we really listen? We hear the words, but do we really believe we'll be the one who will have an accident?

There are those who take the safety message at work seriously, and those who do not. Safe work procedures have a purpose. Experience tells us that if we do things right, we'll complete our work correctly and safely. When personal protective equipment (PPE) is provided, this is also for good reason. PPE prevents or minimizes injury or illness to the user. Sometimes accidents happen when you least expect them. The following true stories prove this, along with a reminder that sometimes they do happen to us....

**Lesson 1:** Two mechanics were working on a step van and repairing the rear roll-up door. In order to fix the door, they had to alternately "tension" the large spring that assists the door's upward movement. As they took turns tightening the spring by inserting 3/8 inch metal rods into the spring catches, the front mechanic's rod slipped out from the catch. The rebound motion and force made the rod, still in his hand, fly back and strike the other mechanic in the eye. Obviously, the mechanic who was struck in the eye needed immediate emergency medical attention. **Lesson is: Lack of eye protection + inadequate work procedures = serious injury.**

**Lesson 2:** A construction superintendent was observing project operations when a piece of heavy equipment ran over a piece of concrete with its' rear tire. The object became a flying projectile when it "shot out" from under the tire, missed a small stock pile, sailed past a back-hoe and struck the superintendent in the head. Fortunately, the superintendent was wearing his hard hat, or the blow might easily have been fatal. **Lesson is: Use of PPE = protection from more serious injury or death.**

**Lesson 3:** An employee was using a bench grinder to polish a piece of metal on the wire wheel. When he turned to talk to another employee, and took his eyes off his work, the piece of metal he was holding became caught between the wheel and the tool rest. His finger was pulled into the wire wheel which instantly shaved off part of his finger. **Lesson is: Lack of concentration + improperly adjusted tool rest = painful injury.**

Work should not have to be a death or injury experience. Unfortunately, lack of caution and attention can make it one. The next time you hear someone say, "be careful," takes a minute to really listen to the message and ask yourself, "Why should I be careful?" The answer is, "because accidents happen when you least expect them and sometimes they happen to you."

Think about yourself, family, friends and co-workers – don't learn a lesson the hard way!

## **APRIL 2011 SAFETY MEETING**

### **Hazard Communication Annual Training**

For our April safety meeting we will conduct our annual Hazard Communications Training for our employees. Using the new training manual that you received at your Managers Meeting (HAZARD COMMUNICATION & MSDA PROCEDURES & TRAINING MANUAL) make sure that the following sections is covered.

- Section 1 – Cover Introduction
- Section 2 – Manager to fill in the blanks with his name on the Written Program
- Section 3 – Review and list all of the hazardous chemicals that you use and are applicable in the workplace.
- Section 5 – Conduct the Regulations and Risk training.
- Section 6 – have employee take Hazard Communication Quiz and review their answers with them.
- Section 8 – Have employees sign Annual Training Signature Page to verify training.
- Place Haz-Mat Labels (supplied in your training manual) on all containers that contain a hazardous chemical and are not labeled. Some containers will come labeled.

When the training is completed, have employees sign the Safety Meeting Minutes and return a copy of the form to Lynn or Gene.

# APRIL 2011

## MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD

Company Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_

Instructed By: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Subject Covered and Comments:

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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/Lynn Eldridge  
P.O. Box 1607  
Jackson, MS. 39215-1607  
Fax #: 601-933-3420