



LAMPTON-LOVE, INC.

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Date: April 5, 2013
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – April 2013

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 the Monthly Safety Meeting Minutes and Attendance Record, fill out and e-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 2013. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Back and Lifting Safety)
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 the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material may be referred to or used to train new employees from the website. 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!!!



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

BACK AND LIFTING SAFETY

Along with the common cold, problems with the lower back are a frequent cause of lost work time injuries and worker’s compensation claims. Everybody loses when you’re injured, your company, your customers and most importantly you and your family. Most back injuries can be prevented by practicing just a few simple techniques. If you’re lucky, your back injury will quickly and completely heal, but oftentimes a back injury stays with you for a lifetime.

Sprains and strains are the most common causes of lower back pain. Ruptured or slipped disks are not uncommon with severe back injuries. They occur when the disk (vertebral cushion) presses on a nerve. Chronic tension or stress can result in frequent muscle spasms and aggravate back pain. Remember also that “back pain” can result from problems with your internal organs such as kidneys, prostate gland and serious diseases. Don’t fall into the trap of blaming all back pain on a back injury – it might not be! Your back can be injured by improper lifting of even light loads. Remember, improperly lifting light loads is the largest single cause of back pain and injury.

Using improper lifting techniques can lead to back injuries, but other factors can contribute to this age-old problem. These problems include:

Poor Posture

Whether you’re standing, sitting, or reclining, posture affects the amount of strain put on your back. The wrong posture increases strain on the back muscles and may bend the spine into positions that will cause trouble. Stand straight with your shoulders back and the “S” curve of your back directly over your pelvis.

Your hips should be to the rear of the chair with your lower back not overly arched. Do not slouch or round your shoulders. Sleep on your side with knees bent or sleep on your back. Most experts encourage people to not sleep on their stomach. People that sleep on their sides should bend their knees slightly in a “fetal position”. Consult your healthcare professional for specific help on sleeping.

Physical Condition

Your physical condition can lead to back pain. Overweight individuals place an additional strain on their back. One estimate states that every extra pound in the abdomen area places 10 pounds of extra strain on your back!

People who are out of shape also dramatically increase their chances for back injuries and pain. Eat properly and begin a routine of regular exercise. Consult your physician before starting any diet or exercise routine.

Stress is another factor that may lead to back pain. Stress can cause muscle spasms that affect your various nerve networks. Although stress is part of everyone’s life, and a certain amount of stress is normal, excessive stress can cause backache. Balance your lifestyle and reduce activities that promote excessive stress.

Whenever possible, always enlist the aid of a mechanical device such as a hoist, conveyor, lift-gate or two-wheeler to lift and transport a load. However, sometime it is necessary to load or unload by hand. When you do have to lift by hand, practice the following techniques:

1. Size up the load. Test the weight of the object before lifting. If it's too heavy, get help or use a mechanical lifting aid.
2. Bend the knees. Keep close to the object you're lifting, bend your knees and lift straight and smoothly. Allow your legs to lift the load, not your back.
3. Don't twist while lifting. If you must reposition your body, turn your entire body, don't twist your back!
4. Clear your path of travel. Ensure your travel path is clear of hazards and obstacles. Spilled oil or grease can cause you to lose your footing. Additionally, trash and debris can casue you to stumble.
5. Set the load down properly. When it's time to lower the load again, bend at the knees, letting your legs do the work. Keep your back as straight as possible.
6. Push, don't pull! When moving an object on the floor, typically it's better to push the load not pull it. Pushing puts less load and strain on the back. Minimize as much as possible any pulling or pushing of objects. Use mechanical aids!

Planning ahead makes sense. Size up your lifting needs and determine if additional manpower or mechanical aids are needed. Long or oddly sized objects can casue problems with balance or negotiating through hallways or doorways. Use two people for these jobs. Without planning ahead, you might get yourself into trouble and injure your back and destroy valuable property. When in doubt, get extra help!

If you sustain a minor back injury, simple care and bed rest will probably allow the pain to go away in a brief period of time. If it doesn't or it is accompanied by weakness or numbness in the lower limbs, you should see your doctor. Treatment may consist of bed rest, cold or hot packs, traction, physical therapy, or muscle-relaxing drugs. Serious injuries could result in the need for surgery.

By using common sense, you can help keep your back out of trouble. Every time you think about lifting, think defensively about your back health and the possibility of a back injury. Follow good lifting techniques, not only at work, but also at home. Remember to:

1. Plan ahead
2. Get help for heavy objects.
3. Never twist or turn while carrying an object.
4. Make sure your walking path is clear and safe.
5. Lift with your legs, not your back
6. Use a proper posture when standing, sitting or reclining.
7. Follow a sensible diet and exercise program.
8. Report all workplace-related back injuries to your supervisor as soon as possible.

APRIL 2013 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, HAZARD COMMUNICATION & MSDS PROCEDURES TRAINING MANUAL, make sure that the following sections are covered.

- Section 1 – Cover Introduction
- Section 2 – If not completed, 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 stored in the workplace.
- Section 5 – Conduct the Regulations and Risk training.
- Section 6 –Have employees take Hazard Communication Quiz and review their answers with them. Retain a copy of the quiz in your files.
- Section 8 – Have employees sign Annual Training Signature Page to verify training. The attached signature sheet should be completed and signed by each employee and filed in Section 8 of the Hazard Material Training Manual.
- Place Haz-Mat Labels (supplied in your training manual) on all chemical containers that are listed in Section 3 of the Training Manual.
- Review your MSDS's to make certain that each chemical listed in Section 3 has an MSDS sheet.

When the training is completed, have employees sign the Safety Meeting Minutes and return a copy of the form to Lynn or Gene. Also have them to sign the attached Annual Training verification and keep this on file or in the back of the training manual.

APRIL 2013
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/Lynn Eldridge
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
HAZARD COMMUNICATION and MSDS**

Hazard Communication Training and MSDS

Company Name: _____

Date: _____ Manager: _____

**I HEREBY CERTIFY THAT I HAVE REVIEWED THE HAZARD COMMUNICATION AND MSDS
TRAINING PROGRAM;**

EMPLOYEE NAME and JOB TITLE
(please print)

EMPLOYEE SIGNATURE

1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
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