



LAMPTON-LOVE, INC.

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Date: April 2, 2007
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – April 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 suggested for your Monthly Safety Meeting, for the month of April 2007. You may add topics, but please document the added topics as well:

1. Brief News Briefs!!! (2 pages)
2. State Labor Law Poster Changes (1 page)
3. OSHA Hazard Communications Compliance (5 pages)
4. OSHA's Top 25 Violations for 2006 (1 page)
5. Driver Fatigue (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 “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
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PROPANE
EXCEPTIONAL ENERGY

BRIEF NEWS BRIEFS!!!

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

Portable Ladder Safety - Portable ladders are one of the most common and simplest tools we use at work and at home. It's hard to imagine that thousands of people are treated for fractured bones, bruises, and cuts from improper use of ladders every year; hundreds of death result. Ladders ranked ninth in OSHA's top 10 most cited violations for fiscal year 2006. Ladder accidents most commonly result from improper selection, care or use, not by manufacturing defects. Preventing accidents involving ladders requires proper planning, correct ladder selection, good work procedures, and adequate ladder maintenance. Remember these tips when using ladders:

- ❖ Read all instructions and warning labels on the ladder and inspect it before every use.
- ❖ When placing the ladder, look overhead for electrical hazards. Avoid using metal ladders near power lines or other electrical equipment.
- ❖ Place the ladder on stable, level ground.
- ❖ Do not move a ladder while a person or equipment is on it.
- ❖ Engage all locks.
- ❖ Always maintain three-point contact when climbing a ladder (two hands and a foot; two feet and a hand).
- ❖ Secure or barricade a ladder if it is placed in an area where it can be displaced by other work activity.
- ❖ Do not use the top rung of a ladder as a step unless the ladder has been specially designed for that purpose.
- ❖ Do not use a self-supporting ladder (i.e. a step ladder) in a partially closed position.
- ❖ Extend a straight ladder 3 feet above the point of suspension, with its base one-quarter of the working length of the ladder away from the wall.
- ❖ Do not stand on the top three rungs of a straight, single or extension ladder.
- ❖ Know the ladder's load rating and never exceed it.

6 Serious Signs - Many aches and pains go away on their own or with a little self-care. However, sometimes symptoms don't go away or they creep up on you silently. ***Here are six potentially life-threatening signs that warrant a call to your health care provider:***

1. **Continued Weight Loss.** Weight loss that can't be explained by diet or exercise may be a sign of depression, diabetes, cancer or an overactive thyroid.
2. **Unexplained Bleeding.** Rectal bleeding, blood in your urine, or blood when you cough or vomit signal immediate medical evaluation. Each may signal something relatively minor or more serious, such as cancerous growths.
3. **Abdominal Pain.** Most stomach pain or discomfort relates to indigestion. But other kinds of stomach distress may signal a more serious cause, such as heart trouble, gallstones, an intestinal obstruction, infection or cancer.
4. **Skin Changes.** A mouth or skin sore that won't heal, a change in the size or color of a mole or wart, or a lump or thickening in the breast or elsewhere are all cause for concern.

5. **Persistent or Unusual Headaches.** Call your health care provider if you experience any new or extremely painful headache, especially if you don't usually get headaches; if headache pain causes you to miss work or social activities; if over-the-counter remedies don't help; or if the pain is different from your usual headaches.
6. **Sadness that won't quit.** Persistent sadness or irritability for at least two weeks, no interest in activities that you usually enjoy or hopelessness likely signal depression. It's serious but treatable.

Final Thought: As with all the serious signs listed here, consult your health care provider without delay if problems persist. To ensure the best treatment, be open and honest when describing your symptoms.

10 Ways to Improve Safety – Improving workplace safety is simple and you might just prevent an injury or save a life in the process. ***Just follow these safety basics:***

1. **Observe** all safety policies, OSHA regulations, safe work practices and instructions for your job.
2. **Refresh** your memory. If you were trained on a safety procedure but don't remember all the steps, ask questions or ask to be retrained.
3. **Stay** focused. Distractions can lead to accidents.
4. **Avoid** taking shortcuts or risks to beat the clock.
5. **Recognize** an unsafe condition. If you can safely correct the hazard yourself, do so. If not, report it to your supervisor immediately.
6. **Know** the personal protective equipment required for your job and use it.
7. **Practice** good housekeeping habits. Keep shelves, storage areas and walkways tidy and free of clutter.
8. **Use** machinery only if you are authorized to do so and only after you have received safety training.
9. **Never** remove a lock or tag on an electrical panel or machine.
10. Finally, **be a leader.** Your attitude can affect your co-worker's behavior. Improve safety by sharing concerns and solutions.

STATE LABOR LAW POSTER CHANGES

As you are all aware we, as a company, are required to display all Federal and State Labor Law Postings. Anytime there is a change in these postings we have to change our existing poster to include the new changes. Alabama, Mississippi and Tennessee have not had any changes at this time, **but Louisiana** did have changes that will have to be added to their state poster.

The following is a list of required **State Labor Law Postings** by State. Also included is the required Federal Labor Law Postings:

Mississippi

Workers' Compensation
Job Insurance for Employees

Louisiana

Age Discrimination
Genetic Discrimination
Minor Labor Law Placard
National Guard
Out-of-State Motor Vehicles
Sickle Cell Trait
Smoking Policy
Timely Payment of Wages
Unemployment Insurance
Workers' Compensation Notice
Earned Income Tax Credit (New)

Alabama

Job Insurance-Unemployment Compensation
Workers' Compensation Notice
Child Labor Law
Unemployment Compensation Fraud
Workers' Compensation Fraud

Tennessee

Unemployment Insurance for Employees
TOSHA – You have a Right to A Safe and Healthful Workplace
Workers' Compensation Insurance
Discrimination in Employment
State Payday Notice
Child Labor Law
Wage Regulation Act

Federal Labor Law Postings

Equal Employment Opportunity Is the Law
Federal Minimum Wage Poster
Employee Polygraph Poster
Federal OSHA 3165 "It's the Law"
Anti-Discrimination Notice
Federal Family & Medical Leave Act
IRS Check Your Withholding Notice
USERRA (Uniformed Services Employment and Re-employment Rights Act)

The above Federal & State postings that apply to you should be displayed in an area accessible to all employees.

OSHA HAZARD COMMUNICATION COMPLIANCE

One of the most common OSHA citations given is for violations of the Hazard Communications Standard (29CFR 1926.59), see attached OSHA'S TOP 25 GENERAL INDUSTRY VIOLATIONS for year 2006. The Hazard Communication Standard (HCS) is based on a simple concept – that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring. The HCS is designed to provide employees with the information they need.

Many employees are still not aware of the specifics of this standard. The law requires employers to develop, implement and maintain at the workplace, a written hazard communication program for their job site. In addition, the employer must provide employee training programs regarding the hazards of chemicals and the protective measures needed when using them. A list of all hazard chemicals on the site and the pertinent Material Data Sheets must be available for employees. Another responsibility of the employer is to ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with the identity of the chemical or chemical contained therein. The label must also indicate warnings appropriate for employee protection.

The following information is intended as a review and help in further compliance with the OSHA Hazard Communication Standard.

In addition to propane, the most common substances found at our branch facilities are paint, thinners and methanol. Some other potentially hazardous substances are:

- (1) Automotive Chemicals
- (2) Degreasing Agents
- (3) Herbicides
- (4) Insecticides
- (5) Industrial Lubricants

All employees in our Company share in the responsibility of identifying the hazards in our work-place. The enclosed "Checklist" may be used to record all of the hazardous substances that are present in your facility or you may use the one in your hazardous material communication program manual. Make sure one of the checklists is filled out and proper MSDS' are on hand. Managers must make every effort to ensure the safety of their employees when working with any of these hazards.

When filling out the checklist, walk around your facility, read all of the container labels, and list the identity of all substances that you believe may be hazardous. Also, list where they may be used. Develop a procedure to keep your list current. Anytime a new hazard is introduced into the work-place, training must be done. Never discard a MSDS until you are certain that the material does not exist and is not in use anywhere in your plant or vehicles.

SCOPE & APPLICATION OF THE OSHA STANDARD

Company policy and the OSHA HCS requires our employees to have information about the hazardous substances that they are exposed, by means of a Hazard Communication Program, labels, material Safety Data Sheets and training. This applies to any chemical or material which is known to be present in the work-place as to which you may be exposed under normal conditions or in a foreseeable emergency.

Where materials are handled in containers (such as in paint, thinners, or methanol) this Standard requires our Company to:

- (1) Ensure that labels on incoming containers of hazardous substances are not removed or defaced.
- (2) Maintain copies of MSDS' and make them easily available to employees or the end user.
- (3) Provide employees with information and training to the extent necessary to protect themselves in the event of a spill or leak.

This Standard does not apply to consumer products or hazardous substances as defined by the Consumer Product Safety Act where our Company can demonstrate its use in the work-place is the same manner as normal consumer use, and which use results in a duration and frequency of exposure no greater than exposures experienced by non-industrial consumers.

LABELS & OTHER FORMS OF WARNING

Chemical manufacturers and distributors are required to ensure that each container of hazardous substances leaving their facility is labeled, tagged and marked. Our Company would be a distributor when we supply propane to resellers or other propane companies.

The labels, tags or markings must not conflict with the Department of Transportation's requirements; must be legible and prominently displayed on the container. They must also include the following:

- (1) the identity of the hazardous substances;
- (2) any appropriate hazard warnings and;
- (3) the name and address of the manufacturer or other responsible party.

All employees should be responsible to ensure that each container of hazardous substances in the work-place is labeled, tagged or marked with the identity of the material contained therein and the appropriate warnings. We may use signs, placards, MSDS', operating procedures or other such written materials as long as this method conveys the identity of the material and the appropriate hazard warnings.

The employee is not required to label portable containers in which hazardous substances are transferred from labeled containers, and which are intended only for the immediate use of that employee who performs the transfer. Employees shall not remove or deface existing labels on incoming containers and should not accept any materials from shippers that cannot be identified either by a label or accompanying MSDS.

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) are a requirement that must be developed for and accompany every hazardous material that is produced and sold. Your branch is required to obtain and maintain a MSDS for each and every hazardous substance that you use. Whenever a new formula or material is received and both new and old formula are in use, both MSDS' must be kept on file due to new chemicals that could have been added (or removed) in the re-formulation of the product.

Material Safety Data Sheets must be provided to all distributors or resellers of our product and to all government customers. This would include jobbers, pumpers, resellers, school districts, government buildings or installations.

EMPLOYEE INFORMATION & TRAINING

The Branch Manager shall provide their employees with information and training on hazardous materials in their work area prior to the time of their initial assignment, and whenever a new hazard is introduced into their work area. You shall inform them of:

- (1) the requirement of the HAZCOM Standard;
- (2) any operations in the work area where hazardous substances are present;
- (3) the location and availability of the written HAZCOM program, including the required list of hazardous chemicals, and the accompanying Material Safety Data Sheet that is required by the standard.

Employee Training shall include:

- (1) Methods and observations that may be used to detect the presence or release of a hazardous substance such as simple monitoring, continuous monitoring devices, visual appearance or odor of a hazardous substance when being release, etc;
- (2) The physical/health hazards of any substances in the work area;
- (3) The measures that the employee can take to protect themselves from these hazards, including specific procedures our Company has implemented to protect our employees from exposure to hazardous substances such as proper work practices, emergency procedures and personal protective equipment;
- (4) The details of the HAZCOM program, including an explanation of the labeling system and the MSDS, and how the employee can obtain and use the appropriate hazard information.

SUMMARY OF OSHA HAZARD COMMUNICATION STANDARD

- (1) Assign responsibility to coordinate activities under the standard.
- (2) Conduct a complete inventory of the facility, one section at a time, and develop a list of all hazardous substances used in any quantity.
- (3) Manufacturers are required to provide labels on hazardous substances. Our Company is responsible for seeking replacements.
- (4) Be certain there is a Material Safety Data Sheet for each hazardous substance in the work-place.
- (5) Inform and train all employees on the physical and health hazards of the materials in their work areas. Training may be done on categories of hazards (e.g. flammability) or on each chemical. Employees must understand the hazards of the materials, the protective measures to follow in the work-place, and how to obtain additional substance-specific information from labels and Material Safety Data Sheets.
- (6) Inform all wholesale and industrial customers of the physical and health hazards of propane and any other hazardous substance which we sell by giving them a MSDS with the first shipment and whenever any information changes, and by properly labeling containers.

CHECKLIST

Have You:

Yes

No

- | | | |
|--|-------|-------|
| (1) Listed all of the hazardous substances in your facility? | _____ | _____ |
| (2) Established a file for information on hazardous substances? | _____ | _____ |
| (3) Obtained a MSDS for each hazardous substance? | _____ | _____ |
| (4) Developed a system to ensure that all incoming hazardous substances are labeled? | _____ | _____ |
| (5) Reviewed each MSDS to be sure it is completed? | _____ | _____ |
| (6) Made sure that MSDS' are easily accessible? | _____ | _____ |
| (7) Developed a method to communicate hazards to employees and others? | _____ | _____ |
| (8) Informed employees of protective measures for hazardous substances used in the work-place? | _____ | _____ |
| (9) Alerted employees to other forms of warnings that may be used? | _____ | _____ |

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LIST OF HAZARDOUS CHEMICALS/SUBSTANCES AND INDEX OF MSDS'

Hazardous Chemical/Substance	Location Used/Stored	MSDS on File

Date of this checklist: ____ / ____ / ____

OSHA'S TOP 25 VIOLATIONS FOR 2006

Top 25 General Industry Violations by subparagraph January 1, 2006 through December 31, 2006

	Subject	Standard	Total Violations	\$ Initial Penalty	\$ Adjusted Penalty
1.	Hazard communication – Written program	1910.1200(e)(1)	2,298	940,479	303,938
2.	Machine guarding – Types of guarding	1910.212(a)(1)	1,558	3,285,626	1,092,760
3.	Hazard communication – Employer must provide hazard information and training	1910.1200(h)(1)	1,103	405,750	128,855
4.	Respiratory protection – Establish a written program	1910.134(c)(1)	778	511,500	169,224
5.	Guarding floor openings, platforms, and runways	1910.23(c)(1)	774	1,694,090	564,429
6.	Machine guarding – Point of operation guarding	1910.212(a)(3)(ii)	770	2,098,680	585,100
7.	First aid – Eye wash/emergency shower facilities not in near proximity to employees	1910.151(c)	714	791,018	243,337
8.	Electric – Wiring methods, components and equipment – Cabinets, boxes/conductors	1910.305(b)(1)	713	570,792	220,094
9.	Respiratory protection – Provide medical evaluation prior to fit test and respirator use	1910.134(e)(1)	693	235,395	72,721
10.	Hazard communication – MSDS available for each hazard chemical	1910.1200(g)(1)	687	99,968	38,475
11.	Lockout/tagout – Written energy control procedures	1910.147(c)(4)(i)	670	1,238,051	314,590
12.	Abrasive wheel machinery – Exposure adjustment/safety guards	1910.215(b)(9)	660	293,122	89,219
13.	Lockout/tagout – Establish an energy control program	1910.147(c)(1)	618	831,575	286,149
14.	Powered industrial trucks – Operator training	1910.178(l)(1)(i)	559	677,775	191,756
15.	Hazard communication – Employee information and training	1910.1200(h)	545	159,726	64,239
16.	Electric – Wiring methods, components and equipment-Cabinets, boxes/covers	1910.305(b)(2)	539	420,568	155,396
17.	Personal protective equipment – Provide, use, maintain equipment in a sanitary and reliable condition	1910.132(a)	521	1,032,704	283,133
18.	Lockout/tagout – Annual procedure inspection	1910.147(c)(6)(i)	513	451,805	166,192
19.	Mechanical power transmission – Pulley guarding	1910.219(d)(1)	497	537,616	177,764
20.	Lockout/tagout – Training and communications	1910.147(c)(7)(i)	490	615,850	214,193
21.	Personal protective equipment – Written certification of hazard assessment	1910.132(d)(2)	487	139,490	45,525
22.	Hazard communication – Labeling containers	1910.1200(f)(5)(i)	484	162,165	59,586
23.	Electrical – Equipment must be installed according to instructions	1910.303(b)(2)	481	380,585	143,588
24.	Compressed air – Reduce to less than 30 p.s.i.	1910.242(b)	476	504,246	145,176
25.	Personal protective equipment – Must conduct a hazard assessment	1910.132(d)(1)	465	344,980	111,619

April 2007 Safety Meeting

Driver Fatigue

Introduction

Have you ever found yourself driving, staring at the road ahead, almost hypnotized by the ribbon of the road in front of you? Fatigue lessens both your mental ability and your physical coordination, and can lead to a serious accident. The longer you drive, the less alert you become and the risk of you becoming involved in an accident increases greatly. According to the DOT, the frequency of accidents increases dramatically once a driver reaches about seven hours of driving time. That period can also be shortened with other factors. It is also estimated by the DOT that driver fatigue causes almost as many accidents as driving while under the influence of alcohol or drugs.

Topical Information

Signs of Fatigue

- ❖ As you begin to tire, you become restless in your seat, then you become very quiet.
- ❖ You may experience occasional lapses of attention to the road.
- ❖ Your eyes stay fixed on the road ahead of you. You are not scanning your rear view mirrors or activities to the left or right of you.
- ❖ Your ability to judge distances and speed decreases.
- ❖ You might nod off to sleep for fractions of a second.
- ❖ You can't remember the sights and sounds of the last few miles.

How to Combat Fatigue

- ❖ Get plenty of rest and eat well-balanced meals with plenty of protein. Avoid over-eating before a trip.
- ❖ Don't operate a vehicle when you're tired or when you're sick.
- ❖ Turn on the radio and play upbeat, lively music.
- ❖ Make rest stops when needed and exercise a little before getting back into the cab. Deep knee bends combined with a few deep breaths can help "get the blood flowing".
- ❖ Drink coffee, soft drinks or water. Cold liquids & caffeine can help. However, *do not* drink alcohol – it's illegal to do so and it will impair your senses.

- ❖ Open the windows to let fresh air in. Turn down the cab heat in the winter.
- ❖ Sit erect behind the wheel. Slouching can increase your feelings of fatigue.
- ❖ Avoid taking medications that can cause drowsiness. Read the label on the container and discuss with your healthcare provider.
- ❖ Drive always within the DOT's hours-of-service regulations.
- ❖ Remember that, depending on your condition, it might not be a good idea for you to drive on a particular day. Listen to your supervisor, co-workers, friends and family. If they question your ability to drive, don't do it!!

Discussion:

Discuss with your group ways in which they individually combat fatigue. List those items and discuss the merits of each. Discuss how each driver in your group can self-evaluate their ability to drive on a particular day. Discuss how tired is too tired and when should they "call it a day"?

Closing

The Federal Motor Carrier Safety Administration (FMCSA) says that "No driver should operate a motor vehicle while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue as to make it unsafe to operate the motor vehicle." Learn to recognize the signs of fatigue, follow safe driving practices and get the rest required to safely operate your motor vehicle. Remember also that driving while fatigued is a great risk factor that should be carefully considered at all times.

APRIL 2007
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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