



LAMPTON-LOVE, INC.

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Date: April 1, 2008
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – April 2008

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 2008. You may add topics, **but please document the following topics:**

1. News Briefs!!! (3 pages)
2. Fire Hazards (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 “2008 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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Lampton-Love, Inc.
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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)

Storing and Handling Compressed Gases

Because some compressed gases are flammable and all are under pressure, they must be handled with extreme care. An exploding cylinder can have the same destructive effect as a bomb. Some compressed gases used in our facilities include acetylene, argon, chlorine, hydrogen, nitrogen and oxygen.

The proper handling of compressed gas cylinders requires training and a well-enforced safety program. Storage areas for compressed gas cylinders should be well ventilated, fireproof, and dry. Compressed gas cylinders should never be subjected to temperatures higher than 125°. Cylinders should not be stored near steam pipes, hot water pipes, boilers, highly flammable solvents, combustible wastes, unprotected electrical connections, open flames or other potential sources of heat or ignition. Cylinders should be properly labeled. The valve protection cap should not be removed until the cylinder is secured and ready for use; the cap should be replaced when the cylinder is not in use.

Additional precautions for storing and handling compressed gas cylinders include:

- Secure all cylinders and do not place a cylinder of one type against a cylinder or another type.
- Smoking should not be permitted in any area where gases are being used or stored.
- Never drop cylinders or allow them to strike each other.
- If cylinders are temporarily stored outside, in the summer, make sure they are shaded from the rays of the sun.
- Do not drag, roll or slide cylinders. Use a hand truck and secure cylinders before moving.
- Never tamper with cylinder safety devices.
- Do not store empty cylinders with full ones.
- Do not allow a flame to come into contact with any part of a compressed gas cylinder.
- Do not place cylinders where they may come in contact with electricity.
- Never store flammable gases with nonflammable gases.

The Often Referred to – “New Man”

You know this person: someone who just started on the job. Maybe it’s his or her first job. You call them “the new guy” or “newbie” or something. And you laugh when they make mistakes. But that first job could be the last job if you don’t pass on what you know about safety; and if you don’t listen to a young worker’s questions or concerns you could get hurt through their inexperience.

Not all new workers are young people – some are experienced people trying their hand at a different kind of work. But statistics say new workers are extremely likely to get hurt, and often in the first month on the job. Every year in North America, over 250,000 young workers are hurt, almost 100 die and over 500 are disabled permanently. You can help prevent these kinds of injuries.

If you find yourself working with new hires:

Do:

- Give them a proper safety orientation; make sure to cover their duties and rights, workplace hazards, and the “by-the-book” way to do things, including wearing PPE.
- Tell them to ask questions if they don’t understand something, and be patient when they do.
- Teach them to look for hazards and to take responsibility for eliminating them safely.
- Train them in handling of any hazardous material they may work with.
- Tell them what to do in the event of a fire, spill, injury or other emergency.

Don’t:

- Let them make dangerous mistakes “so they’ll learn to do it right.”
- Play jokes or state “initiations.” Most are degrading, and many are dangerous. An embarrassed worker may be reluctant to bring forward serious safety questions.
- Allow them to do jobs they haven’t been trained for, such as fork lift operation or confined space work.
- Allow them to work alone under any circumstances.

Having a new worker on your shift means you may have to slow down, or be a little less productive. But it’s important to show these workers the right and safe way to do things. Help “Joe the Newbie” learn to become “Old Joe.”

Electrical Safety – Static Electricity

Most of us are familiar with static electricity. We all have walked across the rug and reached for the door knob only to have a spark jump from our hand to the knob. We have also seen the effects of “static cling,” when our clothes cling together in the dryer.

Static electricity, as a source of ignition for flammable vapors, gases and dusts, is a hazard common to a wide variety of industries. A static spark can occur when an electrical charge accumulates on the surfaces of two materials that have been brought together and then separated (between two solids, between a solid and a liquid, or between two immiscible liquids, i.e., incapable of mixing). One surface becomes charged positively and the other surface becomes charged negatively. If the materials are not bonded or grounded, they eventually will accumulate a sufficient electrical charge capable of producing a static spark that could ignite flammable vapors, gases and dusts. Some common processes capable of producing a static ignition are as follows:

- The flow of liquids (petroleum or mixtures of petroleum and water) through pipes or fine filters.
- The settling of a solid or an immiscible liquid through a liquid (e.g., rust or water through petroleum).
- The ejection of particles or droplets from a nozzle (e.g., water washing operations or the initial stages of filling a tank with oil).
- The vigorous rubbing together and subsequent separation of certain synthetic polymers (e.g., the sliding of a polypropylene rope through PVC gloved hands).

Preventing static electricity as an ignition source can be accomplished through bonding, grounding, or possibly substitution. Bonding is the process of connecting two or more conductive objects together by means of a conductor. Grounding (earthing) is the process of connecting one or more conductive objects to the ground. If grounding or bonding is not possible, substituting may be an alternative. For example: some absorbent pads used in shops can produce a static spark when separated. If the conditions are right a static spark could be a source of ignition for flammable vapors. By substituting a non-conductive pad as an alternative, the risk of static spark can be eliminated.

Remember, taking the time to bond or ground when working around flammable vapors, gases and dusts will help prevent a serious accident.

CDL Employees

From Rusty Easterling:

We have a problem in some branch locations with employees letting their CDL's expire while waiting on the results from their background checks to come in. We can not allow a DOT employee to remain in our files with expired licenses for any reason. When this happens Billy Boyd has to remove the employee from the files and then reinstate them after they are renewed. If for any reason all these dates do not match up when we are audited by DOT this becomes a major violation and this is unacceptable with Ergon and Lampton-Love's standards not counting a fine and a lose of our insurance or major increase in our premiums. After every safety meeting each employee signs the safety meeting minutes and includes the expiration date of their DOT licenses and physical. Billy emails each manager and gives you plenty of notice that an employees licenses and/or physical is about to expire. Due to this problem this notice is to inform you that if any employee's license and/or physical expires that employee will be sent home without pay until the license and physical is reinstated and the employee can perform his job duties. The first person that should make sure this does not ever happen is the employee him/herself, the second person should be the branch manager that needs to make sure that all employees can perform their jobs each day so we always know our customers will receive the service they deserve. Some of us are held more responsible for critical mistakes than others and I for one do not want to explain to the owners of this company how with so many fail proof tactics in place we still allow something like this to happen. If you have never made this kind of mistake I congratulate you for doing an excellent job and keep up the good work. If this happens in the future this notice is to inform you that we now have zero tolerance and each employee with a CDL needs to be informed of the future penalties.

Also as we have talked about in the past the managers can have a deduction taken from any earned bonus for this being a major violation.

Rusty

April 2008 Safety Meeting

Fire Hazards

The propane business is safe and normally trouble-free. But we would be kidding ourselves if we attempt to minimize the hazards of transporting and transferring a highly flammable gas like propane. In this meeting, we will discuss how to best control fire hazards in and around propane operations.

According to CETP, propane has an ignition temperature of between 920° and 1120° F. So, assuming there is a propane/air mix within its range of flammability, it only takes on average only about 1000° F to “fire off” such a mixture. Not a lot when you consider common items like a match, static electricity and even a spark created from an electrical circuit can generate much more heat energy than that amount. Our goal in the industry is to ensure that potential ignition sources are always kept a safe distance from propane operations and to minimize the release of product during transfer operations.

Remember, that in most cases, ignition sources must be kept at least 25 ft. from propane operations. Keep in mind that this is a minimum distance! Some jurisdictions and customers require even a greater distance. Listed below are scenarios of actual cases where fires have occurred in the propane industry:

- Fire in a Wisconsin cylinder dock caused by a non-explosion-proof radio.
- Fire erupts when a transport loading hose fails causing the vapor to find an ignition source inside the branch office.
- Fire caused by a careless smoker adjacent to a dispenser station.
- Static electricity from a cylinder being filled on the back of a truck causes a flash fire injuring employees and the customer.

Listed below are precautions to take when working around propane to help ensure a fire or explosion doesn't occur. Keep in mind that this is only a partial list:

- Thoroughly inspect propane transfer equipment before starting a transfer.
- Keep ignition sources at least 25 ft. away from propane operations.
- Minimize the release of propane vapor and liquid during transfer and purging operations.
- Vent purged vapors safely to the outside when working inside a home or business.
- Keep a lookout for ignition sources that could enter into a hazard zone such as by a vehicle or passerby.
- Keep an approved fire extinguisher handy in case a fire breaks out.
- Inform your customers of these same precautions so they can protect themselves.
- Never overfill a propane container.
- Know where all emergency shut-off stations are and check them periodically to ensure each work.
- Always be in attendance when transferring propane and in a position to quickly respond to an emergency.
- If a fire does start, never extinguish a propane-fueled fire unless the supply of gas can be simultaneously shut off.
- Be aware that fire hazards oftentimes present themselves out in the field where it's harder to control these hazards.

- Never introduce an ignition source in an area that might contain explosive propane/air mixtures. When in doubt, check the atmosphere with a combustible gas indicator or thoroughly ventilate the area prior to introducing an ignition source.

Most propane fires can be prevented with common sense and personal initiative. Human error is the leading cause of propane fires. One of the most important duties of any propane employees is to take all precautions necessary to guard against the possibility of fire.

Fire protection is a job that can't be left to chance or someone else. It is your responsibility!!

APRIL 2008
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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