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Date: **August 4, 2008**

To: **All Branch Managers**

From: **Gene Maddox**

Subject: **Branch Office Monthly Safety Meeting – August 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 August 2008. You may add topics, **but please document the following topics**:

1. News Briefs!!! (3 pages)
2. Recommended Guide for the Inspection of Pressure Vessels in LP Gas Service (6 pages)
3. Identifying Hazards Associated with Propane Transfer (2 pages0

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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PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

Heat Exhaustion

Weakness or fatigue, giddiness, nausea and headache. In the more serious cases, a person will vomit and faint. The skin will feel clammy and moist. The complexion will be pale or flushed and the body temperature is about normal.

What should you do if someone gets ill because of heat exhaustion?

1. Have them sip water for about one hour.
2. Loosen their clothing.
3. Have them lie down and raise their feet eight to ten inches high.
4. Apply cool, wet cloths and then move them to a cool place (not freezing or cold).
5. If vomiting occurs, do not give any liquids, but do take them to medical care.
6. After have heat exhaustion, it is admissible to take a day or two off and stay cool.

Heat Stroke

Heat stroke is the most serious form of heat stress. Even though heat stroke usually occurs in the older person, it can and has happened to younger people. (This holds true for all forms of heat stress). What happens when you have a heat stroke is that your thermo-regulatory system fails.

In other words, you stop sweating. There can be very little warning that a person has reached the crisis point, but unless the victim receives quick and adequate treatment, death can occur. What are the symptoms of a heat stroke?

- The body temperature rises to about 105° or higher.
- Victim will suffer from confusion,
- Convulsions,
- Deliriousness,
- Finally become unconscious

What should you do if you think someone has had a heat stroke?

1. Call an ambulance.
2. Move the victim to a cool area and start measures to cool down the body as quickly as possible.
    - Soak their clothes with water.
    - Apply cold packs continuously.
    - Place them in a tub of cool water.
    - Use fans and/or air conditioning.
3. Do not give them any kind of stimulants.

Prevention

The best way to fight heat illness is to prevent it. There are a few things that may help you through the hot part of the year.

- Avoid heavy exercise unless you are totally used to it.
- Avoid hot, confined places. If you can't, then work in shifts. Work a while then get to a cooler place for a few minutes.
- Drink plenty of liquids – especially water – to replenish fluid loss.
- Soak your feet and hands in 50 to 70 degree water, take luke-warm showers, or do both.

At the first sign of heat illness such as cramps, nausea, dizziness, or severe headaches – get away from the heat. Find a cool spot and rest for a few minutes and get some fresh air.

Driver Injuries

The Bureau of Labor Statistics (BLS) recently released their annual study of workplace injuries. The study concentrates on lost-time injuries, and injuries that were severe enough that the employee was required to transfer to a different job position or be placed on a "restricted" work status.

One of the interesting points raised by this study is that truck drivers, contrary to public opinion, are not most likely to be injured in a motor vehicle accident.

Slips, trips, and falls

According to the BLS study, in 2006 411.5 out of every 10,000 truck drivers were injured severely enough to miss work. The most common event leading to an injury was a slip, trip, or fall. These events combined created an injury rate of 110.9. What this means is that 27 percent of all lost-time injuries to truck drivers involved a slip, trip, or fall. Overexertion accounted for an injury rate of 93.3 injuries per 10,000 truck drivers. This accounts for an additional 23 percent of all injuries. To sum it up, slips, trips, falls, and overexertion accounted for roughly half of all truck driver lost-time injuries.

Where do accidents place?

Motor vehicle accidents accounted for an injury rate of 65 per 10,000 injured, well down on the list of events leading to an injury. Multiple, traumatic injuries, the type of injuries associated with serious motor vehicle accidents, only accounted for an injury rate of 25.4 per 10,000 (40 percent of these involved bruises and sprains, and 25 percent involved fractures and burns). The cause of the multiple traumatic injuries was not listed separately in this category, so this category includes all multiple trauma injuries, not just multiple trauma injuries caused by motor vehicle accidents.

What types of injuries are truck drivers suffering?

Three types of injuries accounted for roughly 64 percent of all injuries. Sprains and strains accounted for an incident rate of 182.6 per 10,000 employed. This alone accounted for over 44 percent of the injuries. Fractures had an incident rate of 42.8 (slightly more than 10 percent). Bruises had an incident rate of 41.1 (also roughly 10 percent).

How much does it cost?

You can calculate what an on-the-job injury will cost by using the following factors:

- Direct treatment medical bills (both emergency and later treatment).
- Rehabilitation costs.
- Workers' compensation wages (roughly 2/3 of the driver's regular wage. This is normally paid by the insurance company, but it will cost you in the end!).
- Returning the driver and equipment home after the injury.
- Missed deliveries and reduced capacity.
- Hiring and training a temporary replacement.
- Lost productivity.

Using these factors, imagine the cost of a driver injuring two lower back discs, requiring an immediate emergency room visit, one or two surgeries, full rehab, and several months off of work!

Countermeasures

Training is the key to preventing these injuries. Here are a few components of a good injury prevention training program.

Safe lifting (to prevent sprains, strains, and overexertion injuries) is a topic that must be covered. Good body mechanics, proper stretching, and getting help when necessary are key points that must be discussed. Related to this is safe "pushing and pulling." Many driver injuries involve pulling fifth wheel or sliding tandem releases, and pushing freight around the trailer or dock. The same principles of good body mechanics, stretching, and getting help apply to these activities as well.

Using three points of contact whenever mounting or dismounting anything (tractors, trailers, docks, etc.). Simply explained, this involves having three limbs stationary and one limb moving. If the "moving limb" slips, the driver will not fall off the vehicle or dock.
One last point to make is avoiding "pinch points" when working with equipment (load binders, load bars, etc.), or around power equipment (forklifts, pallet jacks, etc.).

PLEASE NOTE THAT THIS IS ONLY A RECOMMENDED GUIDE FOR ASME TANK INSPECTIONS

THIS IS "NOT" A CODE OR REGULATION

Recommended Guide for the Inspection of Pressure Vessels in LP Gas Service

H-1000 General Conditions

a) Pressure vessels designed for storing LP gas can be stationary or can be mounted on skids. LP gases are generally considered to be non-corrosive to the interior of the vessel. This part is provided for guidance of a general nature for the owner, users, or jurisdictional authority. There may be occasions where more detailed procedures will be required.

b) The application of this section to under-ground vessels will only be necessary when evidence of structural damage to the vessel has been observed, leakage has been determined, or the tank has been dug up and is to be reinstalled.

H-2000 Pre-Inspection Activities

A review of the known history of the pressure vessel should be performed. This should include a review of information, such as:

a) Operating conditions
b) Normal contents of the vessel
c) Results of any previous inspection
d) Current jurisdictional inspection certificate, if required
e) ASME Code Symbol Stamping or mark of code of construction, if required
f) National Board and/or jurisdictional registration number, if required

The vessel should be sufficiently cleaned to allow for visual inspection.

H-3000 Assessment of Installation

The type of inspection given to pressure vessels should take into consideration the condition of the vessel and the environment in which it operates. The inspection may be external or internal, and use of variety of nondestructive examination methods. Where there is no reason to suspect an unsafe condition or where there are no inspection openings, internal inspections need not be performed. The external inspection may be performed when the vessel is pressurized or depressurized, but shall provide the necessary information that the essential sections of the vessel are of a condition to operate.

H-3100 Definitions

Dents - Deformations caused by a blunt object coming in contact with the vessel in such a way that the thickness of the metal is not materially reduced.

Cuts or Gouges – Deformations caused by a sharp object coming in contact with the vessel in such a way as to cut into or upset the metal reducing the thickness of the metal at that point.

Corrosion or Pitting – The loss of wall thickness by corrosive media, for example:

> Isolated Pitting – Small diameter voids separated from other pits or corrosion that do not effectively weaken the vessel.
>
> Line Corrosion – A loss of wall thickness (corrosion) in a continuous pattern or pitting connected in a narrow band or line.
>
> Crevice Corrosion – A loss of metal in the area of the intersection of skirts (footrings), collars (headrings), saddle bands and other attachments with the vessel.
>
> General Corrosion – A loss of metal over a considerable surface area of the vessel.

Cracks - Any surface or subsurface separation of base metal or weld material whose extent must be determined by nondestructive examination methods (see H-3510).

Distortion – Any change in the original shape of the vessel, for example:

> Bulges – Permanent deformations caused by excessive internal pressure that results in the pressure vessel's surface being outside its original symmetry.

H-3200 External Inspection

All parts of the vessel shall be inspected for corrosion, distortion, cracking or other conditions as described in this section. In addition, the following should be reviewed, where applicable:

a) Insulation – If the insulation is in good condition and there is no reason to suspect an unsafe condition behind it, then it is not necessary to remove the insulation in order to inspect the vessel. However, it may be advisable to remove a small portion of the insulation in order to determine its condition and the condition of the vessel surface.

b) Evidence of Leakage – Any leakage of vapor or liquid shall be investigated. Leakage coming from behind insulation, supports, or evidence of past leakage shall be thoroughly investigated by removing any insulation necessary until the source is established.

c) Structural Attachments – The pressure vessel mountings should be checked for adequate allowance for expansion and contraction, such as provided by slotted bolt holes or

unobstructed saddle mountings. Attachments of legs, saddles, skirts or other supports should be examined for distortion or cracks as welds.

d) Vessel Connections – Components which are exterior to the vessel and are accessible without disassembly shall be inspected as described in this paragraph. Manholes, reinforcing plates, nozzles, or other connections shall be examined for cracks, deformation or other defects. Bolts or nuts should be examined for corrosion or defects. Weep holes in reinforcing plates shall remain open to provide visual evidence of leakage as well as to prevent pressure build up between the vessel and the reinforcing plate. Accessible flange faces should be examined for distortion. It is not intended that flanges or other connections be opened unless there is evidence of corrosion to justify opening the connection.

e) Fire Damage – Pressure vessels shall be carefully inspected for evidence of fire damage. The extent of fire damage determines the repair that is necessary, if any.

H-3300 Internal Inspection

When there is a reason to suspect an unsafe condition, the suspect parts of the vessel shall be inspected and evaluated (See NBIC, RB-2030).

H-3400 Nondestructive Examination (NDE)

Listed below are a variety of methods that may be employed to assess the condition of the pressure vessel. These examination methods should be implemented by experienced and qualified individuals. Generally, some form of surface preparation will be required prior to the use of these examination methods; visual, magnetic particle, liquid penetrant, ultrasonic, radiography, radioscopy, eddy current, metallographic examination, and acoustic emission. When there is doubt as to the extent of a defect or detrimental condition found in a pressure vessel, additional NDE may be required.

H-3500 Acceptance Criteria

H-3510 Cracks

Cracks in the pressure boundary (heads, shells, nozzles, welds joining parts, and attachment welds) are unacceptable. When a crack is identified, the vessel shall be removed from service until the crack is repaired by a qualified repair organization or permanently retired from service (See NBIC, Part RC).

H-3520 Dents

a) Shells – The maximum mean dent diameter is shells shall not exceed 10% of the shell diameter, and the maximum depth of the dent shall not exceed 10% of the mean dent diameter. The mean dent diameter is defined as the average of the maximum dent diameter and the minimum dent diameter. If any portion of the dent is closer to a weld

than 5% of the shell diameter, the dent shall be treated as a dent in a weld area, see paragraph H-3520(b),

b) Welds – The maximum mean dent diameter on welds (i.e., part of the deformation includes a weld) shall not exceed 10% of the shell diameter. The maximum depth shall not exceed one twentieth of the mean dent diameter.

c) Heads – The maximum mean dent diameter on heads shall not exceed 10% of the shell diameter. The maximum depth shall not exceed one twentieth of the mean dent diameter. The use of a template may be required to measure dents on heads.

When dents are identified which exceed the limits set forth in these paragraphs, the vessel shall be removed from service until the dents are repaired by a qualified repair organization or permanently retired from service

H-3530 Bulges

a) Shells – If a bulge is suspected, the circumference shall be measured at the suspect location and several places remote from the suspect location. The variation between measurements shall not exceed 1%.

b) Heads – If a bulge is suspected, the radius of curvature shall be measured by the use of templates. At any point the radius of curvature shall not exceed 1.25% of the diameter for the specified shape of the head.

When bulges are identified which exceed the limits set forth in these paragraphs, the vessel shall be removed from service until the bulges are repaired by a qualified repair organization or permanently retired from service.

H-3540 Cuts or Gouges

When a cut or a gouge exceeds ¼ of the thickness of the vessel, the vessel shall be removed from service until it is repaired by a qualified repair organization or permanently retired from service.

H-3550 Corrosion

a) Line and Crevice Corrosion - For line and crevice corrosion, the depth of the corrosion shall not exceed ¼ of the original wall thickness.

b) Isolated Pitting – Isolated pits may be disregarded provided that:

1. Their depth is not more that one-half the required thickness of the pressure vessel wall (exclusive of corrosion allowance);
2. The total area of the pits does not exceed 7 sq. in. within any 8 in. diameter circle; and

3. The sum of their dimensions along any straight line within this circle does not exceed 2 in.

c) General Corrosion – For a corroded area of considerable size the thickness along the most critical plane of such area may be averaged over a length not exceeding 20 in. The thickness at the thinnest point shall not be less than 50% of the required wall thickness and the average shall not be less than 75% of the required wall thickness. When general corrosion is identified which exceeds the limits set forth in this paragraph, the pressure vessel shall be removed from service until it is repaired by a qualified organization or permanently retired from service.

H-3560 Leaks

Leakage is unacceptable. When leaks are identified, the vessel shall be removed from service until repaired by a qualified organization or permanently retired from service.

H-3570 Fire Damage

a) Vessels in which bulging exceeds the limits of H-3530(a) or distortion which exceeds the limits of the original code of construction (e.g., Section VIII, Division 1 of the ASME Boiler and Pressure Vessel Code) shall be removed from service until repaired by a qualified organization or permanently retired from service.

b) Common evidence of exposure to fire is:

1. charring or burning of the paint or other protective coat,
2. burning or scarring of the metal,
3. distortion, or
4. burning or melting of the valves

c) A pressure vessel which has been subjected to the action of fire shall be removed from service until it has been properly evaluated. The general intent of this requirement is to remove from service pressure vessels which have been subject to the action of fire which has changed the metallurgical structure or the strength properties of the steel. This is normally determined by visual examination as described above with particular emphasis given to the condition of the protective coating. If there is evidence that the protective coating has been burned off any portion of the pressure vessel surface, or if the pressure vessel is burned, warped, or distorted, it is assumed that the pressure vessel has been overheated. If, however, the protective coating is only smudged, discolored, or blistered and is found by examination to be intact underneath, the pressure vessel shall not be considered affected within the scope of this requirement. Vessels that have been involved in a fire and show no distortion shall be requalified for continued service by retesting using the hydrostatic test procedure applicable at the time of original fabrication.

H-4000 Records

A permanent record shall be maintained for each vessel repaired by a qualified organization. The record shall include the following:

a) An ASME Manufacturers' Data Report or, if the vessel is not ASME Code stamped, other equivalent specifications.

b) Form R-1 Report of Welded Repair or other equivalent document describing the extent of all repairs to the vessel.

H-5000 Conclusions

Any defect or deficiency in the condition, operating, or maintenance practices of the pressure vessel should be evaluated at the time of inspection and decision made for the correction of such defect or deficiency.

August 2008 Safety Meeting

Identifying Hazards Associated with Propane Transfer

Propane transfer operations involve moving products from one container to another. Transfer procedures and methods will vary based upon the type of container involved, container design and construction and location of container. It is very important to follow the proper safety practices during a propane transfer operation, including the use of Personal Protective Equipment (PPE).

OSHA safety standards for employees and recognized safety principles call for identifying and using PPE when the hazards associated with the task or operation cannot be eliminated or fully controlled through the use of process engineering and/or process controls.

Engineering

With the exception of stationary ASME tanks, which can only be used to transport small amounts of liquid propane, the containers approved for transporting propane are designed *to prevent* a propane release in transit. The container appurtenances that might be sheared off or damaged during handling or transportation must be recessed within the container or protected. DOT specification set forth the type of materials and fabricating processes that can be used to construct containers used in transportation. Cargo tanks specs include shut-off systems and transfer components such as pumps, delivery hoses, and valves.

Process controls for the storage, handling and transportation of propane are detailed in U.S. DOT HMR and NFPA 58. Some process controls are:

- The requirement for periodic testing, inspection and requalification of containers after their manufacture and/or fabrication.
- Ignition source controls during transfer operations incorporate the use of non-sparking valves and adapters, "explosion proof" electrical systems, minimum separation distance requirements that apply to dispensing and transfer distances.
- Personal qualification requirements state that only persons who are trained and qualified to perform propane transfer and transportation tasks are permitted to transfer propane, load and unload vehicles and operate vehicles transporting propane. They are required to complete recurrent training every 3 years.

Hazards associated with the handling and transfer of propane are:

- Chemical Hazards
    - Propane is highly flammable and presents the risk of fire.
    - Propane is not toxic but in certain conditions may displace oxygen.

- Electrical Hazards
  - Prevention of ignition is accomplished by the installation of properly selected electrical equipment and wiring. Electrical wiring must be installed in accordance with NFPA 70.

- Mechanical Hazards
  - Failure or removal of transfer equipment can result in exposure to product under pressure.

- Temperature Hazards
  - Exposure of liquid propane to body parts can cause immediate freezing with symptoms similar to frostbite.

Eliminating the ignition source is an important consideration in preventing fires in each of the above hazards. Some ways to eliminate ignition sources are:

- Smoking and open flames should be prohibited.
- Flashlights, portable lights, extension cords, and other electrical power tools should be approved for hazardous atmospheres.
- Internal combustion engines such as trucks, cars, pumps, and generators and other equipment should not be operated in hazardous atmospheres.
- Controlling electrical equipment and static electricity.

Remember, propane is a highly flammable product in the correct gas in air mixture (flammable limits). The ignition temperature is very low 920 degrees when considering the temperature of a match is 1300 degrees and sparks in an electrical switch may reach 1500 degrees. Use all safety precautions possible and remember the topic on PPE when transferring product.

AUGUST 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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