



LAMPTON-LOVE, INC.

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Date: August 6, 2009
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – August 2009

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 2009. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Time for School to Start and Summer: Warm Weather, Outdoor Activities and Ticks) (2 page)
2. Pre-Transfer Procedures (1 page)

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 “2009 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!!!

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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)

Time for School to Start

Just a reminder that it's time for your Local County and City schools to start. This means that there will be children catching the bus to school early in the mornings and will be exiting the bus on the trip back home in the afternoon. Some of these children will have to cross the road/street to get to and from the bus. The school buses will be making frequent stops, then there are the high school students that have just got their drivers license, they have really not had a lot of driver training. Mom and Dad buy them a car, tell them to be careful and turn them loose.

This is a time of the year we really have to be professional drivers. We have to watch for all that is mentioned above.

Below are a few things that we need to be cautious about during school hours.

- Always obey the posted speed limit when entering a school zone
- Never pass a stopped school bus
- When children are waiting for the bus on the side of road/street, slow down and move over if possible while passing by them.
- Always watch for school buses that could be stopped under a hill or in a sharp curve.

Just remember that there is someone's child or grandchild on that bus. Could it be Your's?????

Summer: Warm Weather, Outdoor Activities and Ticks

It's true the summer months bring warm weather and opportunities to participate in a variety of outdoor activities. However, it's also true that working outdoors in late spring and early summer can put you and your employees at a greater risk of exposure to ticks infected with Lyme disease.

What is Lyme disease?

Lyme disease is caused by a bacterium carried in the gut of certain ticks. When these infected ticks attach to the human body (often in armpits, groin, scalp, or other hairy, hidden body areas), they slowly feed, and within 36-48 hours they may transmit the bacterium.

What are the signs and symptoms?

Although a majority of people with Lyme disease develop a “bulls-eye” rash, 20-40% of persons who have the disease do not have a rash.

Other signs and symptoms may be non-specific and similar to flu symptoms such as:

- Fever
- Lymph node swelling
- Neck stiffness
- Fatigue
- Headaches
- Migrating joint aches, or muscle aches

Most cases of Lyme disease can be successfully treated with antibiotics. On the flipside, untreated Lyme disease may result in severe, chronic, and disabling symptoms.

How can you prevent Lyme disease?

The first line of defense is decreasing the probability of tick bites. Here are some steps you can take:

- Have employees avoid brushy, overgrown, grassy and woody areas in spring and early summer when young ticks feed.
- Remove leaves, tall grass and brush from areas around work areas or residential areas to decrease tick habitats.
- Apply tick-toxic chemicals to surrounding work or residential areas in accordance with federal, state and local regulations and community standards.

Educate employees of the types of clothing and repellants that should be used.

AUGUST 2009 SAFETY MEETING

Pre-Transfer Procedures

Filling propane tanks and cylinders is a routine task that sometimes is taken for granted. In this meeting, we will discuss several topics that should be considered before filling tanks and cylinders. Thousands of propane containers are filled each day without incident. However, mistakes have been made and this meeting will remind everyone of the need to perform high quality pre-transfer activities prior to each fill.

Safety Considerations Involving Tank/Cylinder Fillings

Listed below are some excerpts taken directly from NFPA #58, The Liquefied Petroleum Gas Code, 2008 Edition as well as other suggestions:

1. Only qualified personnel are to transfer propane;
2. The qualified person must be in attendance at all times;
3. The container will only be filled after design, fabrication, inspection, markings and requalification dates (if applicable) are verified;
4. Non-refillable or single-use containers must not be refilled;
5. Internal combustion engines must be removed within 15 ft. of transfer;
6. Metal cutting and welding operations must not be located within 35 ft. of transfer;
7. Materials or components heated above the ignition temperature of propane (920°F) shall be either removed from the transfer area or cooled before transfer;
8. Cargo tanks shall not be parked closer than 10 ft. to the tank being filled;
9. Air handling equipment shall not be operating within 50 ft. of transfer;
10. Transfer hoses will be inspected PRIOR to use for the following defects:
 - Damage to the outer cover
 - Kinked or flattened hose
 - Soft spots or bulges
 - Damaged or slipping couplings
 - Leakage
11. A dry chemical fire extinguisher with a minimum of 18 B:C rating will be within immediate reach of the operator;
12. If filling an RV, have all occupants exit the vehicle before filling;
13. Bobtail drivers must always ensure that they have on their person the truck's remote shutdown control;
14. The driver should check the operation of the bobtail's remote control shutdown within the first to third pump;
15. The operator will ensure that the container being filled is not overfilled;
16. Keep unauthorized personnel away from transfer operations.

Before starting the transfer procedure drivers and fillers must first verify that the tank/cylinder in need of filling must be approved for continued service PRIOR to starting the product transfer. Remember, filling containers is a job that has to be done correctly each and every time. One way to ensure safety is to spend a little time up front to determine the fitness of the container, the filling equipment while at the same time ensuring you are competent to fill the container. Remember, it's too late after you start to fill to decide you shouldn't have started the fill operation in the first place!

AUGUST 2009
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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