



LAMPTON-LOVE, INC.

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Date: August 2, 2010
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – August 2010

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 2010. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Hot Tips for Outdoor Workers, Time for School to Start, and Insect Intrigue) (3 pages)
2. Safety Meeting: (General Safety Practices) (3 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 “2010 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)

Hot Tips for Outdoor Workers

Working outdoors in the summer can be great, but it also poses some serious safety risk – including heat-related illnesses such as heat stress, heat exhaustion and heat stroke. **Here’s how to recognize and treat symptoms:**

Heat Stress or Heat Exhaustion

Symptoms:

- Dizziness or fainting
- Headache
- Some irritability or mood changes
- Upset stomach or vomiting
- Heavy sweating
- Rapid pulse

Treatment:

- Get out of the heat
- Drink cool water – about one cup every 30 minutes
- Rest with feet elevated above heart level

Heat Stroke

Caution! *Heat stroke is serious and deadly. Call 9-1-1 immediately if you recognize a co-worker with these symptoms:*

Symptoms:

- Dry, hot skin with no sweating
- Rapid, shallow breathing
- Convulsions or seizures
- Loss of consciousness
- Mental confusion
- Muscle cramps or weakness
- Vomiting

Treatment:

- Call 9-1-1-
- Move to a cool, shady place and, if able, have the person drink water
- Cover the person with cool, damp sheets or spray with cool water to bring down body temperature

Heat is nothing to take lightly – once heat stroke sets in, the bodies normal mechanisms for cooling and temperature control are lost. Take action as soon as you notice heat-related symptoms.

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 Yours??????

Insect Intrigue

Do you work outdoors? You should be aware that certain insects such as ticks and mosquitoes may carry dangerous diseases such as Lyme disease and the West Nile virus. According to the Centers for Disease Control, mosquitoes that carry the West Nile virus are usually more prevalent during dawn and dusk hours. *The National Institutes of Health offer this advice:*

Use insect repellants and protective clothing if you know you'll be working around insects. For example, if you know you'll be working near mosquitoes, use a product with 20% DEET and/or apply pyrethrum or another EPA-registered repellent to thin-fabric clothing. Warning: Don't use pyrethrum on skin.

Avoid provoking insects such as bees or wasps. Swatting at them or using rapid, jerky movements around hives or nests may aggravate insects. Either walk slowly away or stand still if one lands on you.

Stay away from tall grasses where ticks usually congregate. If you do have to work in tall grasses, wear long pants tucked into boots or band you pants bottoms so insects can't enter.

Don't wear perfumes and floral-patterned clothing. Wearing light-colored clothing is recommended so you can see an insect (such as a tick) if it lands on you.

Watch where you eat. Don't sit near trash cans, and cover sweetened drinks with a napkin when you aren't drinking them.

Note: If you have a serious allergic reaction to insect bites or stings, carry an emergency epinephrine kit (which requires a prescription). Teach co-workers, friends and family how to use it in case you have a reaction.

AUGUST 2010 SAFETY MEETING

General Safety Practices

You are a valuable employee of our company; your safety is the constant concern of our organization. Every precaution has been taken to provide you a safe workplace. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home.

The cooperation of every employee is necessary to make our organization a safe place in which to work. Help yourself and others by immediately reporting unsafe conditions or hazards to your supervisor. Give earnest consideration to the rules of safety presented to you by posters, signs, and discussions with your supervisor, posted rules and governmental regulations. Always think of safety as you perform your job, or as you learn a new one.

Any injury at work – no matter how small – must be reported immediately to your supervisor. Serious medical problems can arise from even small injuries if they are not cared for at once.

To ensure your safety, and that of your co-workers, observe and obey the rules and guidelines appropriate to your job duties; these rules generally are:

- Observe and practice the safety procedures established for your job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee or volunteer treat his own injury or someone else's like removing foreign particles from someone else's eye.
- Be careful not to move injured employees, keep them quiet and warm while awaiting professional response. Make sure they have an unobstructed airway.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, hearing protection and gloves, etc.
- Keep your work area clean.
- Observe "no smoking" and other safety/operational signs.

- Shut down and lockout/tagout machinery before cleaning, repairing, or leaving it.
- While operating a motor vehicle, do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any unsafe condition or acts to your supervisor.
- Help to prevent accidents.
- Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or across roadways).
- Lift properly – use your legs, not your back. For heavier loads, ask for assistance or use mechanical lifting aids.
- Do not adjust, clean, or oil moving machinery unless you are trained to do so.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.

If you spot one of the conditions on the following list – or any other possible hazardous situation – report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lightings
- Poorly lighted passages and walkways

- Loose handrails or guard rails
- Dangerously piled supplies or equipment
- Open doors on electrical panels
- Leaks of water, propane, oil, or other liquids
- Blocked aisles
- Blocked fire extinguishers
- Evidence of any equipment running hot or overheating
- Oil rags
- Evidence of smoking in non-smoking areas
- Directional or warning signs not in place
- Safety devices not operating properly or have been deactivated
- Machine, power transmission, or drive guard missing, damaged, loose or improperly placed

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Your work location should be kept clean and orderly. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in proper receptacles. Stock shelves carefully so parts, equipment and merchandise will not fall over.

Having a safe and productive workplace is everyone's responsibility. Encourage all workers to be active in recognizing hazards and correcting them. There's too much at stake if we don't!

AUGUST 2010
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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