LAMPTON-LOVE, INC

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
Mirror Lake Plaza
2829 Lakeland Drive, Suite 1505 • Jackson, Mississippi 39232
(601) 933-3400 • Fax (601) 933-3420

Date: **August 1, 2011**

To: **All Branch Managers**

From: **Gene Maddox**

Subject: **Branch Office Monthly Safety Meeting – August 2011**

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 the Monthly Safety Meeting Minutes and Attendance Record, fill out and e-mail or fax *a copy* to Lynn Eldridge.** *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 2011. You may add topics, **but please document the following topics**:

1. News Briefs!!! (Working in Hot Environments)
2. Safety Meeting: (Special Permit SP-13341)

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 "2011 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
Safety Director
Lampton-Love, Inc.
Office: 800-647-2434 or 601-933-3416
Cell: 662-633-2755
E-mail: gmaddox@lamptonlove.com

PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

Working in Hot Environments

Protect yourself and your co-workers from heat illness, while meeting production demands.

Employ engineering and work practice controls, and train employees on the signs of heat illness.

Controlling exposure to the heat can be accomplished through a combination of three general areas: engineering controls, personal protective equipment (PPE), and work practices.

Engineering controls

These include:

- Shade
- Ventilation
- Air cooling
- Air circulation
- Shielding from radiant heat sources
- Insulating radiant heat sources

Another area of engineering control would be to use power assists and tools that reduce the physical demands placed on the employee – less metabolic energy used for the job means less risk of overexposure to heat.

Personal protective equipment

Sometimes heavy clothing is required to protect a person against contact with hot materials or surfaces. Impermeable chemical protective clothing is another example of clothing used for protection which can contribute to heat exposure.

There are specialized types of PPE that can be worn under other types of protective clothing to cool the body. Ice vests have many pockets where ice packets can be inserted. Water-cooled garments have a battery-driving pump that circulates coolant through chambers in the clothing. Another system uses an air supply to circulate air around worked in impermeable suits.

Work practice control

Work practices that help control exposure to the heat include:

- Using intermittent rest periods to recover from the heat.
- Drinking 5 to 7 ounces of fluids every 15 to 20 minutes to replenish body fluids.
- Using relief workers.
- Using the buddy system (work in pairs) when working in hot conditions.
- Pacing the work, or reducing the physical demands of the work.
- Providing cool recovery or shaded rest areas.
- Scheduling work for cooler times of the day or when heat producing equipment isn't being operated.
- Wearing light, loose-fitting, breathable (like cotton) clothing.

Symptoms and response

There are many signs and symptoms that employees should be aware of when it comes to excessive heat exposure. However, the **two** most **life-threatening illnesses are heat exhaustion** and **heat stroke**.

Heat exhaustion *symptoms*:

- Physically weak, fatigued, or faint.
- Giddy, irritable, or mental confused.
- Nauseous.
- Headache, dizziness, and/or lightheadedness.
- Continuous sweating.
- Clammy/moist skin.
- Body temperature remains normal.
- Vomiting or loss of consciousness.

Response:

- Rest in shade
- Drink 5 to 7 ounces of fluids every 15 to 20 minutes to replenish body fluids
- Seek medical attention, if severe.

Heat stroke symptoms:

- Skin is hot and dry with no perspiration.
- Skin appears red in color, resembling a sunburn.
- Body temperature is above 103°F.
- Mentally confused or delirious.
- Convulsive or unconscious.

Response:

- Seek immediate treatment by medical professionals.
- Remove to a cool, shaded area.
- Soak clothing with cool water.
- Fan body vigorously.
- Never leave unattended.

AUGUST 2011 SAFETY MEETING

Special Permit SP-13341

During 2010, several Department of Transportation regulations were proposed or finalized. One that affects the propane industry is "Special Permit SP-13341" (5% rule). Effective March 1, 2011, the special permit is no longer in effect. It has been added as part of the Federal Department of Transportation Regulations. You now will be able to transport up to a 500 gallon ASME container with more than 5%, but not more than 80% product if you meet the DOT requirements.

A review of requirements is listed below:

- One ASME tank, 125-500 (WC) water gallon capacity, may be transported, one way, by private motor carrier, from the consumer to the tank owners nearest bulk plant, legally over public roads containing up to the normal maximum filing density.
- ASME tanks over 500 gallons may NOT be transported over public roads when containing propane in excess of 5%.
- This regulation does not affect ASME tanks up to 124 water gallon capacity.
- Only certified slings may be used under the tank.
- Lifting lugs (ears) may not be used.
- Saddles (cradles) meeting DOT standards must be used when transporting a tank containing more than 5% product. The existing tank legs are not designed to handle the weight during transportation.
- Tie-down straps must meet minimum capacity requirements.

NOTE: A 500 gallon tank containing 80% product will weigh approximately 3,000 pounds. Therefore tie-down straps, assuming the usage of a minimum of two, each must have 2400 pounds of breaking strength.

- ASME tanks must have a legible data plate with a "U" stamp, serial number and water capacity (WC) in gallons.
- Tanks containing more than 5% product must be transported from the customer location to your neatest bulk plant where the tank will be removed.
- Only one tank at a time may be transported.
- Prior to transportation, tanks must be inspected by a trained, qualified employee and the inspection must be documented. Completed inspection reports must be retained in company files for two years.
- Transported tanks must be completely contained within the body of the vehicle.
- Tank set trailers that do not currently meet these provisions may not be used unless they are modified.
- Documentation of training and compliance must be kept on file.

AUGUST 2011
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.
Gene Maddox/Lynn Eldridge
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420