



LAMPTON-LOVE, INC.

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Date: August 7, 2012
To: All Branch Managers
From: Gene Maddox *EM*
Subject: Branch Office Monthly Safety Meeting – August 2012

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 2012. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Leak Check Procedures)
2. Safety Meeting: (Annual Bulk Plant Checklist)

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 the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material may be referred to or used to train new employees from the website. 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!!!



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

As we start into our fall fill program, which hopefully will turn into a long and cold winter, we want to review our Leak Check Procedures.

Over the years, the pressure test and leak check have been confused with each other. A leak check is required after the gas is turned on to a new system. New customers that we have not serviced in the past, an out-of-gas delivery or to a system that has been initially restored after an interruption of service (interruption of service was added to NFPA 54 in the 1999 edition). A leak check is generally understood to be an operation performed on a new or existing LP-gas system being placed back in service and should include all regulators, including appliance regulators, and control valves in the system. This check will prove the integrity of 100 percent pilot shutoff of each gas valve so equipped.

The codes for leak checks are found in NFPA 54. The suggested methods for checking for leakage are found in Appendix D of NFPA 54.

Below are suggested methods for checks:

The purpose of these procedures is to set forth general practices for the installation, operation, and maintenance of LP-gas equipment. It is not intended to be an exhaustive treatment for the subject, and should not be interpreted as precluding other procedures which would enhance safe LP-gas operations. Issuance of these procedures is not intended to nor should they be construed as an undertaking to perform services on behalf of any party either for their protection or for the protection of third parties. The Alabama Propane Gas Association assumes no liability for reliance on these procedures. Members of the Alabama Propane Gas Association are not required to use this document.

- ◆ Shut off gas at container.
- ◆ Ensure that appliance equipment shutoff valves are open allowing gas to flow to the appliance controls.
- ◆ The equipment shutoff valve shall be placed in the **on** position for appliances equipped with a 100% pilot shutoff valve. Appliances not equipped a 100% pilot shutoff valve and all manual gas valves not equipped with safety shutoff systems shall be placed in the **off** position prior to the leak check.
- ◆ Determine gauging device (high pressure block test, low pressure gauge/manometer, or 30 psi pressure gauge).
- ◆ If using the **high pressure block test**, insert or attach the pressure gauge between the container shutoff valve and the first regulator in the system.
 - Open the container shutoff valve to admit full container pressure to the system.
 - Close the container shutoff valve.
 - Release enough pressure so that the system pressure is lowered by 10 psi.
- ◆ If using a **low pressure (ounce) gauge or a water manometer**, insert or attach the device into the system downstream of the final system regulator.
 - Open the container shutoff valve to admit full container pressure to the system.
 - Close the container shutoff valve.

- Release enough pressure from the system to drop the system pressure to 9 in. w.c. +or -1/2 in. w.c.
- ◆ If using a 30 psi pressure gauge, insert or attach the device into the system downstream of the first stage regulator.
 - Open the container shutoff valve to admit normal operating pressure to the system.
 - Close the container shutoff valve.
 - Release enough pressure from the system to lower the pressure gauge reading by 5 psi.
- ◆ Allow the system to stand for a minimum of 3 minutes without showing an increase or a decrease in the pressure gauge reading.
- ◆ If a pressure drop on the gauge is noted, the source of the leak shall be determined and repaired and the leak check must be repeated.
- ◆ If a pressure increase on the gauge is noted, the container shutoff valve is leaking. You must repair the leak (repair or replace the valve) and repeat the leak check.
- ◆ Upon completion of a successful leak check, record in writing on a service order or company approved document the beginning and ending pressure as well as the amount of time pressure was held. If a leak is detected, document the exact location in the system.
- ◆ After properly documenting a successful leak check, it is the responsibility of the technician to light all pilot lights on the gas burning appliance and ensure that main burners are properly adjusted.

The leak check is a vital operation to ensure the gas system is leak free. We still have unnecessary incidents with disastrous results caused by propane employee failing to do a leak check. **Never** omit a leak check.

With summer on us, many propane marketers are actively engaged in painting domestic and storage tanks. This job is considered by most employees to be very safe. However, these same employees have experienced injuries when prepping and painting propane tanks. The purpose of this meeting is to identify those hazards and discuss ways in which to minimize the threat of injuries while painting and reconditioning tanks. This meeting can also be helpful for employees who perform other work operation out-of-doors.

Listed below are the hazards associated with tank painting:

- ◆ Heat-related injuries
- ◆ Fire and explosion hazards
- ◆ Damage to eyes from the sun
- ◆ Ants, wasps, insects, snakes and related natural threats
- ◆ Exposure to skin by solvents and paints
- ◆ Grinding, scraping, wire brushing and preparing for painting
- ◆ Setting, moving and re-positioning tanks
- ◆ Tank repairs and re-valving

Heat-related injuries

Take extra precautions to protect yourself from the effects of heat and sun exposure. If possible, find a shady spot where there is a breeze and air movement. Wear a hat and light, loose fitting clothing. Consider wearing a long-sleeved shirt or apply sunblock with at least an SPF rating of at least 30. Drink plenty of water or sports drinks such as PowerAid, Gatorade or similar electrolyte replacement drinks. Avoid caffeine and carbonated drinks such as coffee, tea and soft drinks as they tend to dehydrate you. Monitor yourself carefully, if you stop sweating or feel faint, get help immediately! Avoid painting in the hottest part of the day; start early in the morning and quit early in the afternoon. Take frequent rest breaks.

Fire and Explosion Hazards

Many paints and thinners are solvent-based; which means they are extremely flammable. Be careful where you mix and apply paints. Be aware of igniting sources that could initiate a fire or explosion. Smoking and certain electrical devices such as power drills used for mixing paint have been known to cause fires. Customers have also been known to enter into a painting area and accidentally introduce sources of ignition. Remember, you must be in control of your work environment and being watchful for sources of ignition is your responsibility.

Damage to Eyes From the Sun

Applying light-colored paint to a tank can reflect a tremendous amount of radiant and light energy back to the worker. Workers should always wear high quality sunglasses with appropriate UV protection. The delicate tissues of the eye can become damaged if over-exposed to bright sunlight levels for extended periods of time. Remember, even if the sun is blocked by clouds, UV rays can enter the eye and cause damage. Some eye injuries take years to develop, don't risk your precious sight, it's far too valuable!

Ants, Wasps, Insects, Snakes and Related natural Threats

Working around tanks can be dangerous because of natural threats such as snakes, ants and other insects. When approaching a tank, examine the ground carefully for evidence of infestations. Open the tank dome slowly and look for evidences of wasps under the dome. Many industry veterans have a spray can of wasp killer close at hand in case it is needed. Be especially wary of fire ant colonies of those workers in the deep south. Fire ants are easily excitable and they can swarm up a pant leg or arm in no time creating extreme pain, serious injuries and even death! If a fire ant colony is found under a tank, treat the area with fire ant killer and leave the site until all the ants have been killed or they've left the area. Also, be on the lookout for snakes, rodents and other pests. The key is not to be 'surprised' by these animals, deal with them strongly and affirmatively before starting work activities.

Exposure to Skin by Solvents and Paint

As always, refer to the manufacturer's MSDS when working around these chemical compounds. Generally speaking however, use approved gloves, eye and face protection and refrain from breathing in large amounts of the vapors. Keep materials from coming in contact with your skin. Remember many of these chemicals will absorb into the skin and can cause severe reactions to some people. Read the labels as to how to clean your skin of this material after you've completed your duties.

Grinding, scraping, wire brushing and preparing for painting

These operations can be quite hazardous. Always wear gloves and eye protection and always thoroughly wash your hands before eating as your hands will likely be contaminated with compounds including heavy metals such as lead and Chromium that could make you ill. NOTE: hearing protection might also be required on some very noisy grinders and related tools. Dust masks might also be a good idea in some instances.

Setting, moving and re-positioning tanks

Use extreme care when lifting, moving or re-positioning tanks and cylinders. Ensure you have the proper equipment and that all lifting aids are in good condition. Remember lifting lugs on propane tanks are only approved if you lift them with no more than 5% liquid. Lugs could fail if the tank contains more than 5% liquid, thereby causing an extreme fire and explosion hazard. Have the necessary blocks, pads and other equipment on hand to ensure the operations go smoothly. Also for DOT compliance, ensure all customer tanks stored on your yard contains no more than 5% liquid.

Tank repairs and re-valving

If valves are to be replaced on a tank or cylinder, ensure that the tank is empty of its contents. **NEVER attempt to re-valve a tank when it contains positive pressure.** Use the proper tools and equipment and always control ignition sources. Ensure you have the proper replacement part(s) on hand to immediately re-install in the tank/cylinder, as you never want to leave a tank/cylinder open to the atmosphere for any length of time. Many safety professionals suggest that a fully-charged fire extinguisher be available in case it's needed.

AUGUST 2012 SAFETY MEETING

Now is a good time of the year to check our Bulk Plants to make sure that all of our Safety equipment/valves (Internal tank valves, ESV's, back check valves and excess flow valves) are working. Does the tank and/or piping need painting? Does the vapor or liquid hose need to be replaced? If so, let's get these repairs made before winter gets here. We don't want our plant out of service when we should be pumping gas.

Attached you will find an Annual Bulk Plant Check List, **make a copy of the check list for each one of your bulk plants**, complete the heading of the list with the pertinent information and check off each item on the check list. If an item is not applicable to your plant check the N/A column. At the bottom of the inspection form there is a place for you to list comments and/or repairs to be made.

When you have completed the safety meeting I will need a copy of the completed bulk plant inspection form along with your safety meeting minutes sent to me or Lynn.

AUGUST 2012
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

BULK PLANT CHECKLIST

Lampton-Love Group of Affiliated Companies
P. O. Box 1607, Jackson, MS 39215-1607

Branch Office: _____

Date: _____

Bulk Plant Location: _____

Inspector's Name and Signature: _____
Printed Name Signature

SECURITY:

YES	NO	N/A	
			1. Fencing adequate and free from damage.
			2. Gates closed and locked when plant is not attended.
			3. Personnel trained and monitoring plant for items out of place or suspicious.
			4. Truck parked in a safe location, keys removed and doors locked.
			5. Adequate lighting provided.
			6. Trees, bushes, etc maintained to provide visibility into plant.
			7. Remote shutoff locations prominently marked and properly operating.
			8. Emergency phone numbers posted prominently.
			9. No smoking signs properly posted.

STORAGE CONTAINERS:

			1. Containers properly painted and free of corrosion.
			2. Data plate maintained to provide legible information, mounting area free of corrosion.
			3. Foundation, piers, saddles and felt in good condition, free of corrosion.
			4. Area kept clear of stored material, other containers and other items that may interfere with operations or emergency situations.
			5. Protection from vehicles and equipment provided and adequate.
			6. Relief valves in good condition and equipped with breakaway device, stack and cap.
			7. Multi port relief valves device operation properly.
			8. Relief valve weep holes clear of debris; deflectors in place, if required.
			9. All container openings protected by excess flow device except relief and gauge openings.
			10. Gauge openings equipped with #54 orifice or an excess flow valve.
			11. Container valves are internal or as close to container opening as practical.
			12. Valve actuating device or mechanism installed properly and functional at point of use and remote locations as required.

PIPING, VALVES AND EQUIPMENT:

YES	NO	N/A	
			1. Maintenance manuals available for plant equipment.
			2. All piping, fittings and valves are suitable for service pressure at installed location, over 125 psi schedule 40 welded or schedule 80 threaded.
			3. Piping is properly supported and protected from damage.
			4. Piping is free of corrosion and protected from corrosion if in contact with corrosion causing substance.
			5. Valves and 30 inches of pipe covering properly color coded, free of corrosion and leaks, operating properly, remainder of piping painted a contrasting color, and not red or yellow.
			6. Flexibility provided in piping at equipment for vibration dampening.
			7. Hydrostatic relief valves provided between valves in liquid piping, setting in between 400 and 500 psi, and is equipped with a cap, if necessary.
			8. Relief valve discharge located so as not to discharge on containers or equipment
			9. Pumps equipped with bypass valves in accordance with manufacturers recommendations, bypass line properly routed back to storage or pump suction
			10. Belt guards in place on all equipment.
			11. Electric box, switches, and other equipment rated for hazardous location, all covers installed properly.

TRANSFER LOCATIONS:

			1. Trucks at least 10 feet from storage containers when loading or unloading.
			2. Loading and unloading instructions prominently posted.
			3. Emergency shutoff valves installed on the plant side of bulkhead, properly equipped with shutoff mechanism and thermal element as required
			4. ESV, back checks and excess flow valves working properly.
			5. Breakaway devices installed per manufacturers instructions, in good condition.
			6. Hoses are properly assembled with all couplings properly installed and tight.
			7. Hoses in good condition, no cracks, wear or other damage.
			8. Hoses stored properly to prevent damage when not in use, equipped with caps or plugs.
			9. Transfer areas free of debris, or material not necessary to the transfer location.
			10. Fire extinguishers readily accessible, charged and have current inspection.
			11. Ignition sources, engines, etc, controlled in vicinity of transfer operations.
			12. Electric equipment installed in accordance with NFPA 70 for hazardous locations.

(DOMESTIC TANKS STORED AT BULK PLANT)

N/A

			1.	Storage locations clear of tall grass and weeds, loose piled combustible materials, etc.
			2.	Storage locations do not block or impede ingress or egress to plant.
			3.	Containers in storage are leak free.
			4.	Containers are not stacked one above the other unless devalved and purged.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.