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, 2007**

To: **All Branch Managers**

From: **Gene Maddox**

Subject: **Branch Office Monthly Safety Meeting – August 2007**

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 it 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 2007. You may add topics, but please document the following topics:

1. Brief News Briefs!!! (1 page)
2. Burns (1 page)
3. Stay Healthy! Stay Hydrated! (1 page)
4. Random Testing (2 pages)
5. Fire Extinguisher Safety (3 pages)
6. Portable Fire Extinguishers (1page)
7. Fire Prevention Rules & Procedures (5 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 "2007 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

PROPANE
EXCEPTIONAL ENERGY

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

Appliances for Installation in Manufactured Housing – Appliances installed in manufactured housing after the initial sale shall be listed, or approved for manufactured housing, and shall be installed with the requirements of this code and the manufactures' installation instructions. Appliances installed in the living space of manufactured housing shall be in accordance with the requirements of NFPA 54, Section 9.3.

Installation of Sediment Traps – Where a sediment trap is not incorporated as a part of the appliance, a sediment trap shall be installed as close to the inlet of the appliance as practicable at the time of the installation. The sediment trap shall be a tee with a capped nipple in the bottom outlet as illustrated in Figure 9.6.7 or a device recognized as an affective sediment trap. Illuminating appliances, ranges, clothes dryers, decorative appliances for installation in vented fireplaces, gas fireplaces, and outdoor grills shall not require a sediment trap. See NFPA 54 Section 9.6.7.

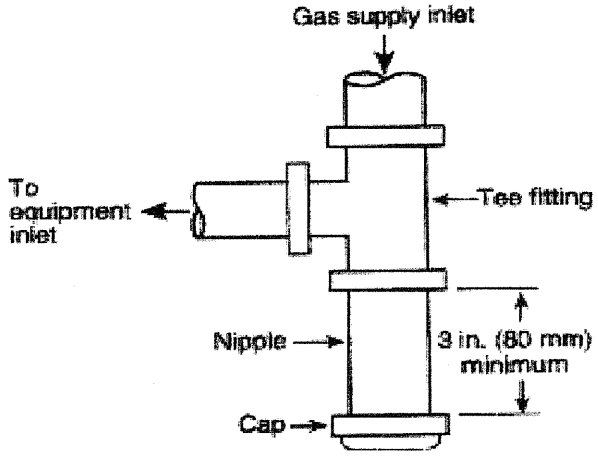

FIGURE 9.6.7 Method of Installing a Tee Fitting Sediment Trap.

Take the Lead on Safety – If you're a group leader in charge of safety, or you just want to pump up safety in your department, here are some ideas:

- **Challenge** your co-workers to have a perfect safety record. Outline a simple "Safety Action Plan" and keep a running count of consecutive days without an accident by placing a chart in a prominent location.
- **Encourage** co-workers to submit safety ideas and suggestions by leaving a few minutes at the end of safety meetings for brainstorming.
- **Acknowledge** good performance to promote safety. How you reward actions may have more impact than what you give. Whether it's a small prize, or a certificate that gets results, make it meaningful and sincere.

Most important, always lead by example. Your actions affect your co-workers, supervisors and even bystanders.

BURNS
What You Need To Know

Burns may be caused by heat, chemicals or electricity. Mild burns may need only simple first aid, but severe burns can constitute a medical emergency.

HEAT BURNS
Heat burns may be caused by flames, steam or any hot object. The severity of a burn depends on the amount of damage to the skin and tissues.

PUT OUT THE FIRE
If the person's clothing is on fire, have the person stop, drop and roll. Use water to put out any flames or smother the flames with a blanket.

HOW BAD IS THE BURN?

- **First-degree burns** (superficial burns) damage only the skin's outer layer, like typical sunburn. These minor burns usually heal by themselves.

- **Second-degree burn** (partial-thickness burns) damage the skin's deeper layers. When small, they may not be too serious, but if larger, they may require medical attention.

- **Third-degree burns** (full-thickness burns) damage the skin all the way through and may burn other tissues. These are medical emergencies.

First-degree burns are characterized by skin that is red, dry and painful. Some swelling may take place, but the skin will not be broken. First, stop the burn by removing the heat source. Cool the burned area with cold water or cover a large area with a wet cloth for at least 10 minutes. Remove clothing and jewelry before the area swells. Protect the burn from friction or pressure. Aloe vera gel can be used on the skin for comfort. Do not use butter on a burn even though it may relieve some of the pain.

Second-degree burns are characterized by swollen, red and possibly blotchy or streaked skin. This degree of burn is usually accompanied by blisters and significant pain. First, follow the steps above for taking care of a first-degree burn up to taking off jewelry and clothing. Put a loose dressing over the burn. Do not tape it to the skin. For large burns or burns on the face, genitals, hands or feet, seek medical attention. Remember, do not break skin blisters! Be gentle when covering the area.

Third-degree burns are characterized by skin damage, charred skin, or white leathery skin. Third-degree burns may be accompanied by signs of shock (pale, clammy skin; nausea and vomiting; fast breathing). First, stop the burning by removing the heat source and the call 911. Cool the surrounding area first and second degree burns only. Remove the clothing and jewelry before the area swells. Have the person lie down, elevate the legs and maintain body temperature. Carefully cover the burn with a dressing. Do not apply cream or ointment. Be sure to watch the person's breathing and be ready to give basic life support. Do not cool more than 20% of the body with water (10% for a child) due to the risk of hypothermia and shock. Do not touch the burn or put anything on it. Do not give the person anything to drink.

Source: National Safety Council

Stay Healthy! Stay Hydrated!

As the summer heats up, we all want to cool down. Keeping yourself properly hydrated while working in a hot and humid environment may be challenging, but it is a very important part of keeping healthy. Your body may have problems performing normal functions when you don't have enough fluids in your system.

You need to be especially careful to avoid dehydration if you work in a hot environment or if your job involves physical exertion. The extreme temperature and prolonged activity may increase sweating and make you lose fluids more rapidly than normal.

The best way to avoid dehydration is to drink plenty of water to replenish your body's supply. You may be tempted to turn to soft drinks or energy drinks, but these drinks usually contain large amounts of caffeine. Caffeine promotes fluid loss and increases urination, which can increase your rate of dehydration.

How do I know if I am dehydrated?

Here are a few of the symptoms:

- Dry mouth
- Feelings of tiredness, dizziness and/or lightheadedness
- Headaches
- Muscle weakness
- Dark coloration of urine
- Loss of appetite.

Make sure you do not depend on thirst as a signal to avoid dehydration! You shouldn't wait until you feel thirsty to drink up because your body sometimes sends the signal too late. It is best to drink water continuously during your work shift to prevent dehydration before it happens.

Other ways to Beat the Heat

- Dress appropriately. Wear light-colored, light clothing and a hat when working in the sun.
- Eat several small meals during the day.
- Try to do any strenuous activity during the coolest parts of the day, which is usually early in the morning.
- Take regular breaks in a cool place.
- Avoid taking salt tablets unless directed by a physician.

Random Testing

Why are some people randomly tested more than once?
This is not an uncommon concern among some safety-sensitive employees, and many employers have been challenged in court to demonstrate that their programs are truly random. The reality is that in a truly random selection process, a high probability exists that some employees will be selected several times while others may never be selected.

Why? After each selection, the employee's name is returned to the same pool, and he or she becomes just as likely as anyone else to be selected next time.

How are employees notified to report for a test?
Every employee should be discreetly notified according to your company's policy, but random testing must also be conducted in strict confidence with a limited number of people having knowledge of the selection list.

Why? It helps maintain the element of surprise.

Best Practices: Every employer should have procedures in place to ensure that each employee receives no advanced notice of selection. But, be sure to allow sufficient time for supervisors to schedule for the administration of the test and to ensure that collection sites are available for testing.

What happens if a selected employee is not available for testing?
Employers need to have policies in place about what to do when employees are unavailable for testing.

Best Practices:

- If an employee selected for testing is known to be unavailable during the selection cycle (legitimate extended absence, long-term illness, etc.), document the reason and make-up the rate shortfall by making another selection, or make an extra selection during the next selection cycle.
- If an employee is selected for testing but has not received notice since it is his or her day off, test the employee during his or her next shift within the same selection cycle.
- No employee should be excused from testing because of operational difficulties. See your industry specific regulations and interpretations for legitimate exceptions.
- Once the employee is notified to report for testing and the test does not occur, the opportunity for the random testing is over.

What must employees do when notified of a random test?
When an employee is notified, he or she must proceed immediately to the collection site. Contrary to rumors circulating among some employees, immediately does not mean two hours. Immediately means that after notification, all the employee's actions must lead to an immediate specimen collection.

Why? For the integrity of the testing process.

Best Practices : Many employers develop random testing procedures or policies that clearly state what activities are acceptable after notification: for instance, which safety-sensitive duties Agency regulations permit them to complete. If an employee is notified of a random test while working "off-site" or "on the road," the company's policies should detail exactly what the employee must do before resuming safety-sensitive functions. By taking these steps, employers can prevent a misunderstanding among employees about what is expected.

VI. Maintaining and Evaluating Your Random Program

It is the best practice for an employer to document everything on the entire random testing process. This includes the numbers, names drawn, dates and times of notification, dates and times of collections, why a selected employee was not tested during a selection cycle, etc.

Best Practices :

- Service agents and C/TPAs providing random selection and testing services to employers should monitor on an ongoing basis (daily or weekly) the random tests that have been completed and compare them to those that were selected. If a random test has not been completed in an acceptable time frame (within a day or week) of the expected test date, the service agent or C/TPA should contact the employer to determine the status of the test and take the necessary steps to ensure the test is completed with the selection period.
- It is recommended that employers, service agents, and C/TPAs do not wait until the end of the selection period to reconcile the random testing numbers.

Remember: You must maintain all of your testing records in accordance with industry specific regulations.

FIRE EXTINGUISHER SAFETY

Fire safety is the primary function of all propane industry employees. If a fire does break out it is important to be able to respond to such an emergency. This safety meeting reviews some of the basic elements of fire extinguisher operation, limitations and safety.

TYPES OF FIRES AND EXTINGUISHERS

A portable fire extinguisher is a "first aid" devise and is very effective when used while the fire is small. The use of fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance and distribution.

There are four (4) different types of fires:

- Type A – ordinary combustibles such as wood, cloth, paper, rubber and may plastics
- Type B – flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas
- Type C – energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances
- Type D – combustible metals such as magnesium and potassium (uncommon)

NFPA #58 indicates all propane trucks should be fitted with a fire extinguisher with a minimum 18 B;C rating. Similar extinguishers should be placed in and around the bulk storage facility.

Note: an A;B;C rated fire extinguisher is acceptable (and even preferred) to replace a B;C rated unit.

ALL EMPLOYEES SHOULD KNOW

- Where the fire alarm boxes are in your area. They should be well marked and easy to access.
- Where the exit routes are in your area. The lighted exit signs will help guide you in heavy smoke.
- Where all fire extinguishers are located. The extinguishers must be mounted in a designated location, well marked and easy to access.
- The facility specific procedures to follow in the event of a fire. What steps to follow, where to go and how to use a fire extinguisher if needed.

GENERIC PROCEDURES FOR FIRE EXTINGUISHERS

Each propane facility should have fire evacuation procedures in place employees should be familiar with them. The below procedure identifies generic actions, each employee is responsible for complying with their respective facility specific procedures.

- Notify the fire department by an appropriate means.
- Evacuate the building/area as soon as the alarm sounds using the closest, safe emergency exit assisting the disabled and visitors on your way out.
- Do not extinguish a propane-fueled fire unless the gas supply can be shut off simultaneously.
- Close inner doors if time permits on your way out.
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire you may do so. Be sure you have a safe exit available and leave if one extinguisher does not put out the fire.
- Proceed to the designated assembly area.
- If trapped, close your office/room door and call 911. Place clothes or other material under the door to limit smoke entry.

REMEMBER THE P-A-S-S WORD

Although extinguishers can vary in size, color and type of extinguishing agent, all devices operate basically the same way. If the fire is small and heavy smoke is NOT present and you have an exit available to you for evacuation purposes, grab the nearest appropriate extinguisher and operate following the P-A-S-S procedure:

P - Pull the pin located in the extinguisher's handle.

A – Aim the nozzle at the base of the fire.

S – Squeeze the handle.

S – Sweep from side to side at the base of the fire until the fire is out.

Discuss location of all fire extinguishers and consider having the class members inspect all fire extinguishers for functionality.

Typically, fire extinguisher use in the propane industry is for early stage fires. Some fires are just too big and out of control to stand and fight. Know your limitations and those of the fire extinguisher. Never extinguish a propane-fueled fire unless you know you can turn off the gas supply. And in some cases, the best plan is to evacuate the area, keep others a safe distance away and call in professional fire fighters. Be safe out there.....

Portable Fire Extinguishers

While fires continue to pose a real and significant threat, readily available tools exist at virtually every worksite that can be used to combat this danger. In the hands of properly trained individuals, portable fire extinguishers can effectively address most fire situations (94% of all fires are extinguished by portable fire extinguishers). Prior to fighting any fire with a portable fire extinguisher, you must evaluate the size of the fire, the fire fighter's evacuation path, and the atmosphere in the vicinity of the fire.

Question	Characteristics of fires that can be extinguished with portable fire extinguishers	Characteristics of fires that SHOULD NOT be fought with a portable fire extinguisher – evacuate immediately
Is the fire too big?	The fire is limited to the original material ignited, it is contained (such as in a waste basket) and has not spread to other materials. The flames are no higher than the firefighter's head.	The fire involves flammable solvents, has spread over more than 60 square feet, is partially hidden behind a wall or ceiling, or can not be reached from a standing position.
Is the air safe to breathe?	The fire has not depleted the oxygen in the room and is producing only small quantities of toxic gases. No respiratory equipment is required.	Due to smoke and products of combustion, the fire can not be fought without respiratory protection.
Is the environment too hot or smoky?	Heat is being generated, but the room temperature is only slightly increased. Smoke may be accumulating on the ceiling, but visibility is good. No special personal protective equipment is required.	The radiated heat is easily felt on exposed skin making it difficult to approach within 10-15 feet of the fire (or the effective range of the extinguisher). One must crawl on the floor due to heat or smoke. Smoke is quickly filling the room, decreasing visibility.
Is there a safe evacuation path?	A clear evacuation path exists behind you as you fight the fire.	The fire is not contained, and fire, heat, or smoke may block the evacuation path.

FIRE PREVENTION RULES AND PROCEDURES

Because propane is flammable everyone involved with its handling must know and follow fire prevention rules and procedures. A propane fire is one hazard that everyone in the propane industry wants to avoid.

Fire has the potential to destroy property and take human lives. As a result, general fire prevention rules and operational procedures in the event of a propane leak, or discharge, are topics of concern when working with propane.

General Fire Prevention Rules:

a) **Basic Rules of Fire Prevention.**

- Read and understand all fire prevention rules.
- Observe any fire prevention signs posted at the plants or customer site.
- Note the location of fire extinguishers at the plant and on the truck. Know how to use the fire extinguishers and check them frequently for inspection intervals and verify they are fully charged.
- Smoke only in designated areas – never around transfer areas.
- Know the phone number of the local fire department.
- Know the location and proper use of emergency shutdown controls and fire extinguishers.
- Never block access to the fire control equipment of fire extinguishers.
- Read and observe any warnings that may be marked on the container of another flammable material. **{1.6.2.1}**

(b) **Fire Extinguishers** are rated to extinguish different types of fires. Ratings are usually stamped or marked on the extinguisher's metal data plate. The ratings consist of numbers that indicate the maximum area of fire that the extinguisher can put out, and letters that indicate the type or class of fire for which the extinguisher is rated.

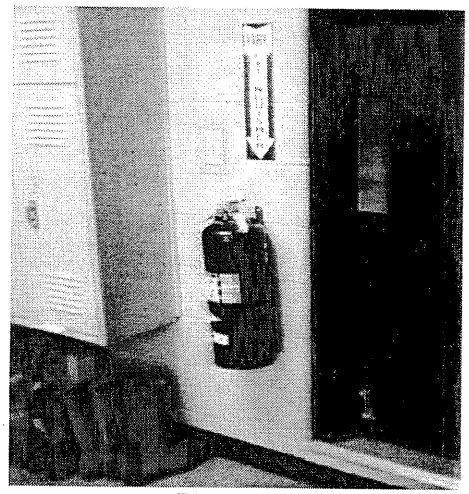

Figure 1.
Fire Extinguisher Station

Ratings:

- **Multiple Ratings**. Most extinguishers are rated for more than one type of fire. For example, a B:C fire extinguisher is designed to fight both class B (flammable liquids and gases) and class C (electrical) fires. Always check the rating of a fire extinguisher before using it. If there is any confusion, ask your supervisor.

- **NFPA #58** states that all propane delivery vehicles should carry a dry chemical fire extinguisher with a minimum rating of 18 B:C. **{1.6.2.2}** Typically this requirement is met by the use of 20 B:C or 20 A:B:C extinguishers. Some state and local codes may require a higher rating. To ensure that the proper fire extinguisher is on a vehicle, consult your local or state codes, and company procedure manuals.

(c) **Inspection**:

Monthly/Annually visually inspect fire extinguishers at least monthly, and have them tested annually.

(2) **Operational Rules For Fire Prevention.**

- Report any leak or potential fire hazards to your supervisor.
- Keep ignition sources away from LP-gas transfer areas.
- Any work requiring an open flame such as welding, soldering, etc. must be done only in designated areas.
- Never fill any RV tank or cylinder until the RV engine is turned off, any pilot or main burners inside the RV are extinguished and anyone in the

RV, passenger space, or any other confined space has left the vehicle.

- Never operate (turn on or off) any electrical switch in the area of a propane discharge. If power must be turned off to avoid a fire, try turning it off from a switch or circuit breaker in another location not affected by the discharge.

(3) Operational Procedures in the Event of Fire.

- **DO NOT PANIC**. This is the "Golden Rule" of handling emergencies.

  The most important point to remember: the only effective way to put out a propane fire is to cut off the supply of gas to the flame.**{1.6.2.3}** If the flame is extinguished before the gas supply is cut off, the gas can spread to a much larger area. If the fire re-ignites, it can easily create a more serious problem. If the gas cannot be turned off without personal injury, then let it burn until fire fighting personnel arrive at the scene.

- Immediately call the local fire department and the company. Notify them of the fire, reporting the exact location of the fire and, if possible, the extent of the damage.

- Move at least 2,500 feet upwind from the fire as quickly as possible. This will help to avoid burns from radiant heat.

- **If it is safe for you to do so,** as you evacuate from the leak or fire, activate the plant and/or dispenser and cylinder dock emergency valve closing mechanisms at a remote emergency shutdown station.

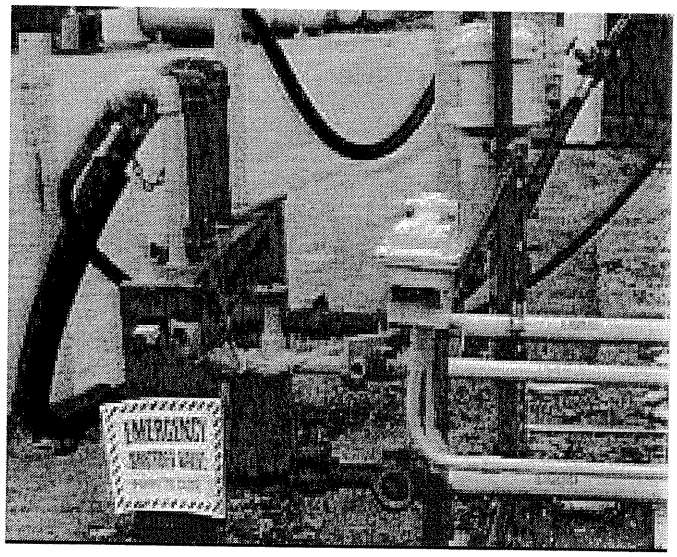

Figure 2. Emergency Shutdown Station

- If the fire is at the bulk plant or loading bulkheads, go to the nearest remote emergency shutoff valve control that is upwind and away from the fire and activate it to close the emergency shutoff valves. **REMEMBER:** Do not move to an area downwind of a leak or fire, nor into any area where you may become trapped or have no upwind escape route.

- If there is a small fire caused by another flammable material extinguish the flame with a dry chemical fire extinguisher. (Figure 3.) Remember to approach the fire from upwind.

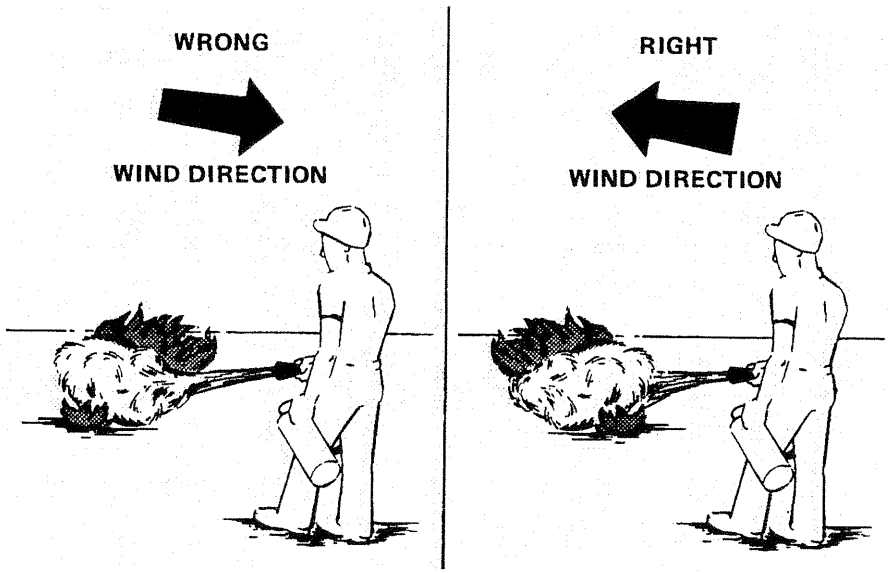

Figure 3. Incorrect and Correct Way to Approach Fire

- If the fire involves a propane delivery vehicle on a highway, be sure to block off the roadway at least 2,500 feet in both directions (consider one mile in all directions[1]) from the accident.

Caution:
If unsure about what to do, or if there is any danger of personal injury, do not approach the fire. Evacuate the area and wait for fire fighting personnel to arrive.

[1] U.S. DOT *Emergency Response Guide*, 2000, Guide 115

Fire Extinguisher Maintenance. NFPA 10 and state and local codes require that fire extinguishers be inspected annually for serviceability and recharged if necessary.**{1.6.1.6}** These inspections are done by fire extinguisher companies or by the local fire department. Once inspected, a special tag is attached to the fire extinguisher showing the test and inspection date and the name of the company performing the inspection.

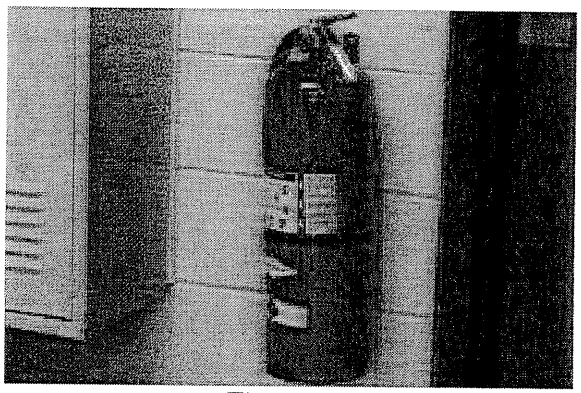

Figure 6.
Fire Extinguisher in Easily Accessible Location

NFPA 10 also requires monthly visual inspection of all fire extinguishers. **{1.6.1.7}** This includes checking the extinguisher to be sure it is fully charged and is not due for an annual inspection. This may be the assigned responsibility of a specific employee, but every employee of a propane company should take personal responsibility for knowing the location, condition and use limitations of fire extinguishers. Frequently check the fire extinguisher on the propane service vehicle or work area. If the extinguisher is due for inspection, low on charge, damaged, or even missing an inspection tag, notify your supervisor immediately.

AUGUST 2007
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/Polly Cox
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420