



LAMPTON-LOVE, INC.

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Date: December 1, 2009
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – December 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 December 2009. You may add topics, **but please document the following topics:**

1. News Briefs!!! (2 pages)
 - Time Management Safety Tips
 - OSHA's Top Ten Violations for 2009
 - Driver Tips for Improving Visibility at Night
2. Inside the Customer's Home (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 Management Safety Tips

Planning and using your time well can save you stress and aggravation and keep you safe. Think about it – when accidents occur, they’re often a result of someone rushing around. When it comes to safety, rushing can be dangerous and even deadly. *Use these time management skills to keep yourself and your co-workers safe:*

1. List your priorities. What has to be done right now, and what can wait? Review your balance of mental, physical and emotional activities.
2. Learn time management and planning skills. Taking control can make you feel and work better.
3. Prepare for the unexpected. Things don’t *always* go as planned. Leave time for unexpected delays so there won’t be a reason to rush through your job.
4. Never take shortcuts with safety. Always make the time to put on protective gear, use machine guards and follow all necessary steps.
5. Don’t procrastinate or waste time. Most of the time, we procrastinate when we have a fear of failure, don’t want to do a job, or don’t have adequate information.
6. Take the time to eat right and exercise to strengthen your body. Learn your body’s stress signals so that you can respond to its needs.
7. Ask for help if you need it. Delegate a job to a responsible co-worker – no one person can do everything.

Below is OSHA’s TOP Ten Violations for 2009

During fiscal year 2009, OSHA issued citations for the following violations:

1. Scaffolding, General	9,093 violations
2. Fall Protection	6,771 violations
3. Hazard Communication	6,378 violations
4. Respiratory Protection	3,803 violations
5. Lockout/Tagout	3,321 violations
6. Electrical, Wiring	3,079 violations
7. Ladders	3,072 violations
8. Powered Industrial Trucks	2,993 violations
9. Electrical, General	2,556 violations
10. Machine Guarding	2,364 violations
Total	43,430 violations

Note that 43.6% were for hazards that likely involve falls:

1. Scaffolding, General	9,093 violations
2. Fall Protection	6,771 violations
3. Ladders	3,072 violations
Total	18,936 violations

Driver Tips for Improving Visibility at Night

For all drivers, it's more difficult to see what's ahead at night compared to the day. Since the end of daylight savings time generally means more night-time hours behind the wheel, we thought this was a good time to revisit some driver tips on improving visibility after the sun goes down. You may want to pass these tips along to your drivers.

- ❖ Use your high beams whenever there are no oncoming vehicles, except when fog or other inclement weather would make low beams more appropriate.
- ❖ Properly adjusted high beams let you see twice as far as low beams. It is very important to use them on unfamiliar roads, in construction areas, or where there may be people along the side of the road.
- ❖ Dim your lights whenever you come within 500 feet of an oncoming vehicle and when you are following another vehicle within 200 feet.
- ❖ Slow down and use low beams in fog, snow or heavy rain. The light from high beams will reflect back and cause glare during these conditions.
- ❖ If the lights of an oncoming vehicle remain on high beam, dim your lights and look towards the right side of the road. This will keep you from being blinded by the oncoming vehicle's headlights. Do not try to "get back" at the other driver by keeping your bright lights on. If you do, both of you may be blinded.

If you are restricted to wearing corrective lenses, remember the following:

- Always wear your corrective lenses when you drive. If you are not wearing them and you happen to be stopped by a police officer, you may be issued a citation.
- Avoid using dark glasses or tinted contact lenses at night. They cut down the light and make it more difficult to see.

December 2009 Safety Meeting

Inside the Customer's Home

Propane industry employees from time to time find themselves inside a customer's home to perform various work activities such as leak testing, conducting Gas Checks and performing related service operations. Stepping inside a customer's residence is an activity that requires caution and consideration to ensure that the customer's needs are taken care of as well as the company's.

Listed below are some general recommendations that you might consider when you are required to enter a customer's residence:

- Identify yourself to the owner and state why you need entry into the home.
- Dress appropriately for the job at hand.
- Clean your shoes and clothing so as to not track any dirt into the home. Wear protective shoe/boot covers if necessary.
- Ask the customer if they are experiencing any propane gas equipment problems that aren't specifically being addressed by this service call?
- Have a clear understanding of why you need to go inside.
- Ensure you have the correct tools and equipment needed to complete the job. Make sure the tools and equipment are clean and in operable condition.
- It's always a good idea to have an adult present while you're inside.
- Smell for the presence of propane gas or products of incomplete combustion like aldehydes. Exit and evacuate the premises if you feel there is a danger.
- Look for the presence of customer repair activity involving propane gas appliances.
- Visually review the home and appliances to ensure they are appropriate.
- Always check the data plate of the gas-burning appliance you are working on to ensure it is designed to burn propane gas.
- To the extent possible, observe the visible parts of the vent system for problems such as corrosion and proper installation.
- Look for the presence of flammable and combustible materials that are stored near gas-burning appliances.
- Look for evidence of flooding that may have damaged sensitive control systems.
- Look for evidence of overheated appliances such as burn marks and melted controls.
- If purging propane gas lines, ensure the purged products don't cause a fire hazard.
- When your service operations are completed, review with the customer what was done and have them sign your service order. If any appliances are red tagged carefully review with the customer why the appliance was red tagged and warn them against trying to restart the appliance on their own.
- Follow your own company's policies and procedures relative to this topic.
- Legibly document all repair operations on the appropriate company paperwork

Never take lightly the act of entering a customer's residence. The customer expects a great deal from you, as does your company. Pre-plan your entry and work to exit the premise as quickly and safely as possible. The participants should always keep in mind that numerous accidents have occurred immediately after a technician leaves a customer's home. It is critical that the technician conducts him/herself appropriately. And above all, never perform work operations unless you have the proper training and equipment.

DECEMBER 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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