



LAMPTON-LOVE, INC.

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Date: December 1, 2010
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – December 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 December 2010. You may add topics, **but please document the following topics:**

1. News Briefs!!! (How to Share Concerns with your Supervisor & General Safety – Safe Attitudes) (2 pages)
2. Safety Meeting: (Suggested Procedures for Leak Checking) (2 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)

HOW TO SHARE CONCERNS WITH YOUR SUPERVISOR

As an employee, you’re the eyes and ears for job safety. That means you need to be comfortable approaching your supervisor about safety problems or concerns. *Remember:* Take action immediately if there’s a serious hazard; don’t hesitate. Here are some ways to address the subject:

1. Be specific. If you have a concern, be straightforward. Give detailed examples if possible. *For example:* “Joan, yesterday I was operating the forklift and it stalled three times.”
2. Report near misses (even if nothing bad happened) so steps can be taken to make sure there’s not another near miss or worse. Explain the circumstances and exactly what occurred.
3. Ask a question or ask for advice. Most people love to share knowledge. *For example:* “Jim, I need your opinion on something – this machine just started throwing sparks. Can you tell me what’s going on?”
4. If there’s an immediate threat to safety and your supervisor isn’t around, report it to another supervisor.

GENERAL SAFETY – SAFE ATTITUDES

- I was in a shipyard when I observed a worker perched precariously high and above the ground on a structural member. The Safety Manager signed time out and said, “Let’s talk about this.” The worker replied angrily, “Are we here to play safety or to build ships?” Fortunately for everyone, including himself, this employee was soon gone. Think about this man’s attitude toward safety. We probably agree that his outlook was negative. Negative attitudes toward safety lead to negative results – accidents. Experience has shown us that all the safety training and equipment in the world cannot ensure safety without the proper safety attitude also being present. Is your attitude toward safety positive, or negative? Is safety part of your job or is it an obstacle someone has put in your way to make your job more difficult?
- Hopefully, you will accept the fact that safety is part of your job. If you can accept that fact, not only will you increase your chances of going home uninjured at the end of the day, you may also find that your life at work becomes a bit more pleasant. How so?
- Enforcing safety rules is part of your supervisor’s job. If you violate safety rules, the supervisor must correct you. This can lead to resentment. You have to understand that giving someone a break when they ignore safety rules actually encourages further

breaking of the rules and can set up a situation leading to an accident or injury. If you do not have a safe attitude, then it becomes the supervisor's job to change your behavior. Generally, this involves some sort of discipline, something no one likes to do or to receive. You can avoid this unpleasantness by simply following the rules and changing your attitude yourself. Remember, although your employer may have a legal obligation to make and enforce the rules, they are made to protect you.

- You are the primary beneficiary.

DECEMBER 2010 SAFETY MEETING

With the Christmas Holidays right around the corner and if the weather will cooperate hopefully we are going to be busy the next few weeks. Along with being busy selling gas it stands to reason that we will have to perform leak test. With this being said I want to use this safety meeting as a refresher on the procedures of performing a leak test and when a leak test is to be performed.

SUGGESTED PROCEDURES for LEAK CHECKING

When shall a leak test be performed, immediately after the gas is turned on into a new system, into a system that has been initially restored after an interruption of service and when we pickup a new existing customer, even if they have gas in their tank and the service has not be interrupted, they are a new customer to us. The check can be performed using propane gas as the pressure source.

- 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 appliance equipped with a 100% pilot shutoff valve. Appliances not equipped with 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 lb. Test 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 ½ in. w.c.
- If using a **30 psi pressure gauge**, insert or attach the device into system downstream of the first stage regulator.
 - Open the container shutoff valve to admit normal operation 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, a gas check form/work order or a 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 appliances and ensure that main burners are properly adjusted.

DECEMBER 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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