



LAMPTON-LOVE, INC.

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Date: December 6, 2011
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – December 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 this form, fill out and 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 December 2011. You may add topics, **but please document the following topics:**

1. News Briefs!!! (1. Job Safety basics: Slips, trips, and falls, 2. Exit right or left...which is it?)
2. Safety Meeting: (PMAA Regulatory Report – November 29, 2011)

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!!!

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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)

Job Safety basics: Slips, trips, and falls

Falls are not a laughing matter!

In our society, falls are not taken seriously. On television and in movies or cartoons spectacular falls are performed for special effects or to make us laugh. In reality, workplace falls are a serious safety concern for employers whether they occur on the same level or from elevated work surfaces. One slip, trip, or fall has the potential to change an employee's life forever.

Although there are many factors that contribute to workplace falls—such as slippery or uneven surfaces, cluttered aisles, poor lighting, improper use of equipment, or inattention to surroundings -- the resulting injuries often affect multiple body parts and require longer recovery times, or worse yet, cause fatalities.

That's why it's important to think about how you would like employees to handle the jobs that involve high risks and take the necessary steps to minimize exposure to the hazards. Also, educating employees on the physical factors at work in a fall, as well as safe work practices can help in preventing fall-related injuries.

Physical factors

There are three physical factors involved in slips, trips, and falls: friction, momentum, and gravity. They each play a role. Friction is the resistance between objects, momentum is affected by the speed and size of an object, and gravity is the force that pulls you toward the ground in a fall.

Hazards

Some of the hazards that can cause slips, trips, and falls include clutter, protruding nails, splinters, holes, loose boards, and wet conditions. Slips can be caused by wet surfaces, spills, or weather hazards like ice and snow. Employees should understand that slips are more likely to occur when they hurry or run, wear the wrong kind of shoes, or don't pay attention to where they're walking.

Safe work practices

Employees can help avoid slips, trips, and falls by following these safety precautions:

Slips

- ◆ Practice safe walking skills. Take short steps to keep your center of balance under you and point your feet slightly outward.
- ◆ Clean up spills right away or report them to the appropriate person. Even minor spills can be very hazardous.
- ◆ Be extra cautious on smooth surfaces such as new floors or floors that have been waxed.

Trips

- ◆ Make sure you can see where you're going. Carry only loads that you can see over.
- ◆ Keep work areas well lit. Use a flashlight or tension light to make your walking area visible in dark areas.
- ◆ Keep your jobsite clean
- ◆ Store materials and tools in cabinets or assigned storage areas.
- ◆ Ensure extension or power tool cords are not dangerous trip hazards.
- ◆ Eliminate hazards due to loose footing on stairs, steps, and floors.
- ◆ Arrange equipment so that it doesn't interfere with walkways or pedestrian traffic.
- ◆ Store gangplanks and ramps properly.

Falls

- ◆ Don't jump off equipment.
- ◆ Make sure illumination is sufficient.
- ◆ Repair or replace stairs or handrails that are loose or broken.
- ◆ Keep passageways and aisles clear of clutter
- ◆ Wear shoes with appropriate non-skid soles

Preventing **slips, trips, and falls** depends on many factors. Recognizing the dangers, working to eliminate the hazards, and training employees on safe work practices and the use of safety devices and equipment will help prevent injuries.

Exit right or left...which is it?

Don't get burned: Create and maintain an unobstructed path of travel

Selecting the best exit route to take during a **fire or other emergency** is not a decision to be made the moment you or your employees hear the alarm. Knowing where the nearest **exit route** is can help in avoid life-threatening situations.

So, have you thought about how employees should escape from the workplace in an emergency? Do they know where all the exits are in case their first choice is too crowded? Are you sure the doors will be unlocked and that the exit access, such as a hallway, will not be blocked during a fire, explosion, or other crisis?

Having the answers to these questions could keep you and your employees safe during an emergency.

What is an exit route?

An exit route is a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety. An exit route consists of three parts;

- ◆ Exit access – portion of an exit route that leads to an exit.
- ◆ Exit – portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge.
- ◆ Exit discharge – part of the exit route that leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.

How many exit routes must a workplace have?

Normally, a workplace must have at least two exit routes to permit prompt evacuation of employees and other building occupants during an emergency. More than two exits are required, however, if the number of employees, size of the building, or arrangement of the workplace will not allow employees to evacuate safely. Exit routes must be located as far away as practical from each other in case one is blocked by fire or smoke.

Exception: If the number of employees, the size of the building, its occupancy, or the arrangement of the workplace allows all employees to evacuate safely during an emergency, one exit route is permitted.

What are the maintenance, safeguarding, and operational features for exit routes?

OSHA standards require employers to do the following:

- ◆ Keep exit routes free of explosive or highly flammable furnishings and other decorations.
- ◆ Arrange exit routes so employees will not have to travel toward a high-hazard area unless the path of travel is effectively shielded from the high-hazard area.
- ◆ Ensure that exit routes are unobstructed such as by materials, equipment, locked doors, or dead-end corridors.
- ◆ Ensure that safeguards designed to protect employees during an emergency remain in good working order.
- ◆ Provide **lighting for exit routes** adequate for employees with normal vision.
- ◆ Keep exit route doors free of decorations or signs that obscure the visibility of exit route doors.
- ◆ Post signs along the exit access indicating the direction of travel to the nearest exit and exit discharge if that direction is not immediately apparent. Also, the line-of-sight to an exit sign must be clearly visible at all times.
- ◆ Mark doors or passages along an exit access that could be mistaken for an exit “**Not an Exit**” or with a sign identifying its use (such as “Closet”).
- ◆ Install “**EXIT**” signs in plainly legible letters.
- ◆ Renew fire-retardant paints or solutions often enough to maintain their fire-retardant properties.
- ◆ Maintain exit routes during construction, repairs, or alterations.
- ◆ Provide an emergency alarm system to alert employees, unless employees can promptly see or smell a fire or other hazard in time to provide adequate warning to them.

DECEMBER 2011 SAFETY MEETING

PMAA Regulatory Report – November 29, 2011

EXECUTIVE SUMMARY: The U.S. DOT issued a final rule that significantly restricts the use of hand-held mobile cell phones by CDL drivers while operating a commercial motor vehicle (CMV). The rule applies to both intrastate and interstate drivers who haul petroleum products. In addition, the rule amends the regulations to impose severe penalties on both drivers and employers for violations of the new restrictions including driver disqualification and civil penalties. The rule does not establish an outright ban on hand-held mobile cell phones but imposes severe restrictions in order to reduce the number of distracted driving accidents involving CMV's. PMAA submitted comments on the rule and opposed an outright ban on cell-phone use by CDL drivers as initially proposed by the U.S. DOT.

U.S. DOT RESTRICTS USE OF HAND-HELD MOBILE CELL PHONES BY CDL/HAZMAT DRIVERS:

The U.S. DOT's Federal Motor Carrier Safety Administration (FMCSA) and the Pipeline and Hazardous Material Safety Administration (PHMSA) amended the Federal Motor Carrier Safety Regulations (FMCSRs) and the hazardous Materials Regulations (HMR) to **restrict** the use of **hand-held** mobile cell phones by drivers of commercial motor vehicles (CMVs). This rule is important to petroleum marketers because dispatchers typically communicate with cargo tank drivers in the field by cell phone. The final rule does not **bar** hand held mobile cell phones but restricts their use. The new requirements apply to both intrastate and interstate CDL drivers hauling hazardous materials requiring a DOT placard. The bottom line for compliance is that if the phone is mobile and must be held in the driver's hand when used, then it is prohibited when operating (driving) a CMV on a public highway or street.

The new rule imposes the following restrictions and penalties:

HAND-HELD MOBILE CELL PHONE USE PROHIBITION:

- ◆ **Hand-held** mobile cell phone use by a CDL HAZMAT driver operating (driving) a CMV on a public highway or street is **prohibited**.
- ◆ **Hand-held** mobile cell phone use by a CDL HAZMAT driver operating a CMV that is stopped in traffic on a public highway or street is **prohibited**. The prohibition **includes** periods when the CMV is stationary at traffic lights, stop signed or heavy traffic, etc. on a public highway or street.
- ◆ **Push-to-Talk** mobile radio-cell phone use by a CDL HAZMAT driver operating a CMV on a public highway or street is **prohibited**.

- ◆ **Hand-held** mobile cell phone use by a CDL HAZMAT driver operating a CMV is **permitted** when the CMV is pulled off or to the side of a public highway or street and becomes stationary. The CMV engine may remain idling. For example, drivers waiting in a line at a terminal with engines idling are permitted to use hand held phones so long as the CMV is stationary. Drivers stopped at a traffic light or in stop-and-go traffic are prohibited from using a hand-held mobile cell phone.
- ◆ **Hand-held** mobile cell phone use by a CDL HAZMAT driver while operating a CMV on a public highway or street is permitted when necessary to contact law enforcement officers or other emergency responders.

HANDS-FREE MOBILE CELL PHONE USE PERMITTED:

- ◆ **Hands-free** mobile cell phone use by a CDL HAZMAT driver while operating a CMV is **permitted** provided: the device not held in the driver's hand when in use. The device does not require pressing more than a single button to initiate or terminate a call, the driver is not required to reach for the device in an unsafe manner. Reaching in an unsafe manner includes reaching to the passenger side seat, reaching under the seat or reaching in any direction that requires unsafe adjustment or removal of seat belts or removal of eyes from the road (device must be within easy reach).
- ◆ **Two-Way Radios/CB** use by a CDL driver while operating a CMV is **permitted** at all times. Two way radio communication is unaffected by the new rule because the DOT lacks jurisdiction to regulate such devices.
 - **Important!** Use of a push-to-talk mobile cell phone with a two-way radio by a CDL HAZMAT driver while operating a CDL is prohibited because such devices are defined as hand-held mobile cell phones under both Federal Communications Commission and U.S. DOT regulations.

PENALTIES FOR VIOLATION OF HAND-HELD MOBILE CELL PHONE PROHIBITION:

- ◆ **Driver Disqualification** – The new rule provides for the disqualification from operating a CMV of any driver convicted of two or more violations within a three-year period. If a driver is convicted of committing a second violation within three years, he or she would be disqualified for 60 days. For three or more convictions for violations committed within three years, a driver would be disqualified for 120 days.
- ◆ **Civil Penalties Assessed on Driver** – In addition, the first and each subsequent violation of the prohibition against hand-held mobile cell phone use by a driver are subject to civil penalties in an amount up to \$2,750.

- ◆ ***Civil Penalties Assessed on Employer*** – This final rule also requires that employers must not allow or require CMV drivers to use a hand-held mobile cell phone while driving. Any violation by an employer would subject the employer to civil penalties in an amount up to \$11,000.

COMPLIANCE:

- ◆ The new restrictions on hand-held mobile cell phone use goes into effect 30 days after the final rule is published in the Federal Register. Publication is expected to take place within the first two weeks of December.

DECEMBER 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.
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