



LAMPTON-LOVE, INC.

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Date: December 10, 2012
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – December 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 December 2012. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Fire Protection)
2. Safety Meeting: (Venting Systems Inspection)

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)

Fire Protection

The propane business is safe and normally trouble-free. But we would be kidding ourselves if we attempt to minimize the hazards of transporting and transferring a highly flammable product like propane. In this meeting, we want to discuss how to best control fire hazards in and around propane operations.

According to CETP, propane has an ignition temperature of between 920 and 1120 degrees F. So, assuming there is a propane/air mix within its range of flammability, it only takes on average only about 1,000 degrees F. to ignite a propane air/fuel mixture. Not a lot when you consider common items like a match, static electricity and even a spark created from an electrical circuit can generate much more heat energy than that amount. Our goal in the industry is to ensure that potential ignition sources are always kept a safe distance from propane operations.

Fire Control Issues

Remember, that in most cases, ignition sources must be kept at least 25ft. from propane operations. Keep in mind that this is a minimum distance! Some jurisdictions and customers require even a greater distance. Listed below are scenarios of actual cases where fires have occurred in the propane industry:

- ◆ Fire in a Wisconsin cylinder dock caused by a non-explosion-proof radio
- ◆ Fire erupts when a transport loading hose fails causing the vapor to find an ignition source inside the branch office.
- ◆ Fire caused by a careless smoker adjacent to a dispense station
- ◆ Static electricity from a cylinder being filled on the back of a truck causes a flash fire injuring employee and the customer.

Fire Control Precautions

Listed below are precautions to take when working around propane to help ensure a fire or explosion doesn't occur. Keep in mind that this is only a partial list.

- ◆ Thoroughly inspect propane transfer equipment before stating a transfer.
- ◆ Keep ignition sources at least 25 ft away from propane operations.
- ◆ Minimize the release of propane vapor and liquid during transfer and purging operations.
- ◆ Vent purged vapors safely to the outside when working inside a home or business.
- ◆ Keep a lookout for ignition sources that could enter into a hazard zone such as vehicle or passerby.
- ◆ Keep an approved fire extinguisher handy in case a fire breaks out.
- ◆ Inform your customers of these same precautions so they can protect themselves.
- ◆ Never overfill a propane container.

- ◆ Know where all emergency shut-off stations are and check them periodically to ensure they all work.
- ◆ Always be in attendance when transferring propane and in a position to quickly respond to an imminent hazard.
- ◆ If a fire does start, never extinguish a propane-fueled fire unless the supply of gas can be simultaneously shut off.

Most propane fires can be prevented with common sense and personal initiative. Human error is the leading cause of propane fires. One of the most important duties of any propane employee is to take all precautions necessary to guard against the possibility of fire. Fire protection is a job that can't be left to chance or someone else. It is your responsibility!

From the Safety Department

Merry Christmas and Happy New Year



Remember the reason for the season!

DECEMBER 2012 SAFETY MEETING

Venting Systems Inspection

For gas appliances to operate safely and to the efficiency standard for their designs, adequate air must be provided for combustion, dilution of flue gases and ventilation. The air must be supplied from inside the building which infiltrates through the walls, ceiling joints, around doors and windows or other opening from the outdoors, or it must be supplied directly from outdoor air using specifically designed and constructed passage ways. The complete gas vent installation must develop a positive flow that will exhaust all combustion gases.

Once of the most important components of an appliance system is the venting system. The key word is “system”, as the design, application and materials used all work in conjunction with each other. If one of the components fail, the entire system will more than likely fail.

A properly designed and installed venting system is essential to safe and efficient utilization of gas operated equipment. Venting is the removal of combustion products to the outdoors through ducts, flues, vents, chimneys, or stacks especially designed for that purpose. Normally, combustion products of propane in air mixtures are not harmful when the appliance is achieving complete combustion. However, when combustion is incomplete the products can be harmful to both life and property.

Because parts of the venting systems are concealed behind walls and ceilings or in attics, it is not possible to inspect every portion. Your visual inspection procedures are limited to those portions that are visible. The following is a list of things to look for:

- ◆ Excessive rust or corrosion – even though constructed of galvanized pipe, over a period of time, corrosion or rust can occur. Look for soft spots or deep rusting, especially at bends, low spots or where connections are made. When performing an inspection, look closely for pinholes.
- ◆ Connections should be tight and leak free – pipes and connections should not move freely with one another. Follow manufacturing instructions for assembling the vent. Pipes without locking connections should be fastened with sheet metal screws.
- ◆ Vent Slope – unless the venting system is sloped upwards, flue gases will become trapped. It is very important that all vent pipe/connections have an upward slope of at least ¼” for every foot in length. Avoid bends which cause resistance to the flow of combustion products. Keep horizontal runs as short as possible. The maximum length should not exceed 75 percent of the height of the vent.
- ◆ All vent pipes must be supported – to prevent vent pipes from separating or not maintaining an upward slope, they must be supported. If the vent pipe extends more than 5 feet above the roof level, it must be securely guyed or braced.
- ◆ Venting penetrates the roof – the inspection should verify that the vent flashing and terminating cap are in place. These should comply with manufacturer’s instructions and NFPA 54.

Once the inspection is complete, a draft test should be done on appliances equipped with draft hoods.

- ◆ Turn on the gas appliances
- ◆ Close all doors and windows
- ◆ Turn on the bath exhaust fan and the kitchen exhaust fan if it is vented outside the kitchen
- ◆ Allow the appliances to operate for 5 minutes
- ◆ After striking a match, blow it out and while it is smoking hold it near the draft hood opening. If the smoke is drawn into the opening, the vent is performing properly. If the appliance will not draw or any of the above conditions exist, you must remove the appliance from service, re-inspect and correct the problem.

All work should be done according the manufacturer's instructions and the national Fuel Gas Code (NFPA54). Remember: if what you can see looks bad, the part you can't see may be worse.

DECEMBER 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.
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