



LAMPTON-LOVE, INC.

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Date: February 4, 2008
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – February 2008

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 February 2008. You may add topics, **but please document the following topics:**

1. Brief News Briefs!!! (4 pages)
2. DOT Security Plan (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 “2008 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

BRIEF NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

WINTER DRIVING CARRIES UNIQUE RISKS:

Winter driving carries several unique risks. Two of the greatest risks are the loss of visibility and the loss of traction due to weather and road conditions.

Lack of Visibility:

The lack of visibility is possibly the most dangerous single risk involved in winter driving. If a driver is not willing to slow down to maintain the correct sight distance, the risk of being involved in an accident increases exponentially.

To safely operate a large vehicle the driver needs 12 to 15 seconds of visibility to be able to see, decide, and act in time. This is especially true on slippery winter roads. If the driver is driving through snow or winter fog at a speed that only allows one to two seconds of visibility, what is the driver going to do if he/she comes across a stopped or slow moving vehicle? By the time the driver realizes the vehicle is stopped or going slow he/she will not have enough time and distance left to decide on how to avoid it and act.

Lack of Traction:

At times the traction can get so bad that the driver cannot even get the truck to start moving. It may require the use of a traction aid (salt, snow, tire chains, etc.) to get the truck moving from a parking spot or stop sign. Generally, if a loaded truck can get to 10 miles per hour, from there on it gets easier. Careful use of the throttle and clutch are critical to being successful at getting moving. The bigger problem with traction is the opposite, trying to get the vehicle to stop!

The weight that can help provide traction for getting moving can quickly become the driver's worst enemy when braking. This is because the weight will resist slowing, and the poor traction with the roadway will cause the tires to lock and skid, rather than slow. This skidding can lead to major control problems.

To prevent skids and avoid losing control, the trick is to allow enough space in traffic and have the vehicle's speed reduced to the point where severe control actions (hard braking or hard steering) are not necessary.

Tire chains can increase traction by up to 500 percent, depending on the type of chains and the conditions. In many states the vehicle must be carrying chains during the winter months, and many states have “chain-up laws.” These laws require that trucks have tire chains on their tires to continue.

Combination of No Visibility and No Traction:

The absolute worst situation in winter driving is when the driver has little or no visibility, and little or no traction, even at a significantly reduced speed. Not only can the driver not see a hazard, the driver cannot act on it without risking a skid and loss of control. If conditions are this bad, the driver should have the ability to make the decision to call it a day and wait for conditions to improve.

Not the Only One Having Trouble:

Drivers also need to be aware that if conditions have deteriorated to where they are having visibility and control problems, so is everyone else. Times like this are good times to keep the speed way down and stay away from everyone!

If another driver loses control, the driver will need to have enough visibility to see it in time, be traveling with enough space and at a speed that allows control cautions (braking and steering) to be taken in such a way that the vehicle can be kept under control, no matter how bad the traction is.

ARE YOU SLEEPING?

Worker fatigue is a major cause of accidents in the workplace. From falling asleep behind the wheel to responding too slowly to a dangerous machine, the outcome can be a nightmare. According to the National Sleep Foundation's 2005 *Sleep in America* poll, 60 percent of adult drivers – about 168 million people – say they've driven a vehicle in the past year while feeling drowsy and more than one-third have actually fallen asleep at the wheel. In fact, of those who have nodded off, 13 percent say they've done so at least once a month.

If you notice the following signs, you could be sleep-deprived:

- ☐ Slow response time
- ☐ Short-tempered or irritable
- ☐ Digestive problems
- ☐ Depression
- ☐ Not able to concentrate or maintain alertness; drowsiness

The first step to getting more (and better) sleep is to practice good sleep habits. *Some tips:*

Exercise: It may be the last thing on your mind at the end of the workday, so schedule it for the morning or at lunch. Exercise can help boost your energy level during the day and can help you sleep better at night.

Go to bed at the same time each night – be sure it's a good eight to nine hours before you have to get up.

Use your bed for sleeping only – don't fall asleep watching TV.

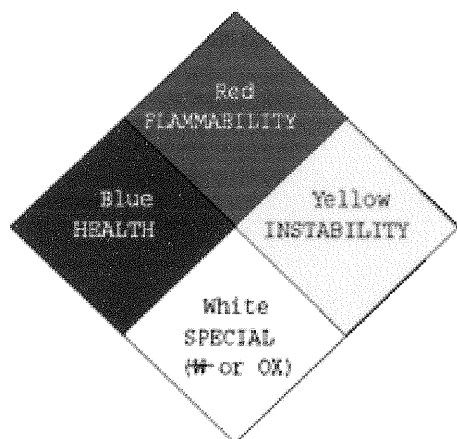
Keep a pen and paper by your bed. If something's heavy on your mind, write it down so you can go to sleep worry-free.

Ask for help. If you're a single parent or a caretaker with a full-time job, then managing life's challenges and getting enough rest are often easier said than done. Enlist the aid of friends, relatives or neighbors or hire someone to help.

Wake up to the dangers of sleep deprivation, and get your full eight hours. If sleep problems persist, see your health care provider for help. It could save your life.

NFPA 704 – FIRE DIAMOND:

NFPA 704 is a standard maintained by the U.S. – based National Fire Protection Association. It defines the colloquial **“fire diamond”** used by emergency personnel to quickly and easily identify the risks posed by nearby hazardous materials. This is necessary to help determine what, if any, specialty equipment should be used, procedures followed, or precautions taken during the first moments of an emergency response.



Symbolism:

The four divisions are typically color-coded, with blue indicating level of health hazard, red indicating flammability, yellow (chemical) reactivity, and white containing special codes for unique hazards. Each of health, flammability and reactivity is rated on a scale from 0 (no hazard; normal substance) to 4 (severe risk).

Blue – Health

- ❑ 4. Very short exposure could cause death or major residual injury (e.g., hydrogen cyanide).
- ❑ 3. Short exposure could cause serious temporary or moderate residual injury (e.g., chlorine gas).
- ❑ 2. Intense or continued but not chronic exposure could cause temporary incapacitation or possible residual injury (e.g., chloroform).
- ❑ 1. Exposure would cause irritation with only minor residual injury (e.g., turpentine).
- ❑ 0. Poses no health hazard, no precautions necessary (e.g., lanolin).

Red – Flammability

- ❑ 4. Will rapidly or completely vaporize at normal atmospheric pressure and temperature, or is readily dispersed in air and will burn readily (e.g., propane). Flash point below 23°C (73°F).
- ❑ 3. Liquids and solids that can be ignited under almost all ambient temperature conditions (e.g., gasoline). Flash point below 38°C (100°F) but above 23°C (73°F).

- ❑ 2. Must be moderately heated or exposed to relatively high ambient temperature before ignition can occur (e.g., diesel fuel). Flash point between 38°C (100°F) and 93°C (200°F).
- ❑ 1. Must be pre-heated before ignition can occur (e.g., canola oil). Flash point over 93°C (200°F).
- ❑ 0. Will not burn (e.g., argon).

Yellow – Instability/Reactivity

- ❑ 4. Readily capable of detonation or explosive decomposition at normal temperatures and pressures (e.g., nitroglycerine, RXD).
- ❑ 3. Capable of detonation or explosive decomposition but requires a strong initiating source, must be heated under confinement before initiation, reacts explosively with water, or will detonate if severely shocked (e.g., fluorine).
- ❑ 2. Undergoes violent chemical change at elevated temperatures and pressures, reacts violently with water, or may form explosive mixtures with water (e.g. phosphorus, potassium compounds, sodium compounds).
- ❑ 1. Normally stable, but can become unstable at elevated temperatures and pressures (e.g., calcium, acetylene (ethyne)).
- ❑ 0. Normally stable, even under fire exposure conditions, and is not reactive with water (e.g., helium).

White – Special

The white “banda” area can contain several symbols:

- ❑ **W** - reacts with Water in an unusual or dangerous manner (e.g. cesium, sodium)
- ❑ **OX** or **OXY** - Oxidizer (e.g. potassium perchlorate, ammonium nitrate)
- ❑ **COR** - Corrosive; strong acid or base (e.g. sulfuric acid, potassium hydroxide)
- ❑ **ACID** and **ALK** to be more specific.
- ❑ **BIO** - Biological hazard (e.g. smallpox virus)
- ❑ **POI** - Poisonous (e.g. Spider Venom)
- ❑ The Radioactive trefoil () - is radioactive (e.g. plutonium, uranium)
- ❑ **CRY** or **CRYO** - Cryogenic

Note: Only **W** and **OX/OXY** are officially part of the NFPA 704 standard, but other self-explanatory symbols are occasionally used in an unofficial manner. The use of non-standard symbols or text may be permitted, required or disallowed by the authority having jurisdiction (e.g. fire department).

DOT SECURITY PLAN

Since the tragic events of 9/11, homeland security has a new meaning for everyone. As you are probably already aware, the DOT has developed regulations that require all propane operations develop a Security Plan specific to their location and various identified risks. The requirements of your Security Plan must be very specific and all employees must have a good working knowledge of the Plan along with his or her duties. The purpose of this safety meeting is to remind all employees of their responsibilities and discuss other elements to help safeguard your company from security risks.

Responsibility #1 – Read and become familiar with the specific elements of the Plan at your location. Ask your manager to allow you access to your company's Plan. Read it and be familiar with it. Discuss with your manager any specific duties that you are responsible for. Return the Plan to your manager for safekeeping. The Plan should be kept in a safe, confidential location so unauthorized personnel cannot gain access to it. You can find a copy of our Security Plan in the Hazmat Training Manual.

Responsibility #2 – Keep the specifics of your Plan to yourself, no person outside your organization should be granted access to it. If you are given the Plan to read, safeguard and protect it. Never leave it unattended or unsecured for any period of time. Plans that fall into the "wrong hands" could expose your facility to an attack. Additionally, don't discuss your Plan with anyone outside your organization.

Responsibility #3 – Keep your eyes open to the possibility of suspicious individuals either planning or executing an attack. Everyone at your facility, not just managers, have an obligation to keep a watchful eye out for suspicious individuals and activities. Office, dock and yard workers each share a measure of responsibility for security at your location. Obviously, drivers play a big part as well especially when they are in the field. When it comes to security, employees don't have the luxury of saying, "that's not my job".

Responsibility #4 – Report all suspicious activities to your supervisor immediately. Don't wait for a "convenient" time to tell your supervisor about suspicious activities. Report those activities immediately to a designated company official. It's not a bad idea to designate an alternative person in case the primary person is unavailable. Designated officials should be very conservative when it comes to reporting suspicious activities. When in doubt, managers should report those activities to the appropriate law enforcement agency.

Responsibility #5 – Notify management if you feel an area of your Plan is deficient or in need of modification. Security Plans are "living" documents that require changes and modifications from time to time. It is important that Plans that need modification are changed as soon as possible. For example, adding a new building, a different type of truck or work operation might require additional security measures.

Responsibility #6 – Drivers are reminded to carefully monitor their vehicles during field operations. The most vulnerable time for a truck with respect to security is when it leaves the confines of the local propane office. It is impossible for the driver to control all threats and challenges while out in the field. For these reasons, drivers must always maintain a keen sense of awareness with respect to outside threats. One way to accomplish this is to always be within visual contact with the truck, even during rest/meal stops.

Responsibilities #7 – Periodically inspect your facility for signs of tampering or security breeches. It's a proven fact that terrorists often break-in to their targets beforehand to determine if anyone is monitoring the facility. For instance, a terrorist might cut open a hole in the chain link fence in the back of the property to see if anyone notices. If not, they may become more emboldened to mount an attack.

Responsibility #8 – Keep a wary eye on fellow employees for signs they might be planning an attack. Probably not high on everyone's security plan list, but you should be reminded that security threats sometimes come from within an organization. Disgruntled employees, employees with marital, financial or family problems can be "targeted" by terror groups as a candidate for recruitment by their organization. Sometimes these disturbed individuals can even act out their own terror plot. If you notice strange, peculiar behavior by a fellow employee let your manager know so help can be provided to that individual.

Responsibility #9 – Help to ensure that unauthorized individuals are kept a safe distance from propane operations. Help to control access to propane transfer and related work operations. In most instances, members of the general public do not belong behind the fenced area of your offices. But if they do enter your facility, they should be escorted and closely monitored.

Responsibility #10 – Be aware of the national security threat level and modify your awareness when the threat level rises. Typically, the National Threat Level is "Yellow" or elevated. Should the threat level rise to "Orange" or "Red" additional awareness and scrutiny by employees should follow. An increase in the threat level means the entire country is at increased risk for terrorist attacks. It is only reasonable to assume that propane operations are also at an increased risk. If your company changes their security plan based on the national threat level, please ensure that you are adaptive to these changes and you follow all company procedures.

Discuss certain specific elements of your specific Security Plan and the various responsibilities of all employees. Discuss any special awareness issues at your facility or in your community that might increase the possibility of an attack.

FEBRUARY 2008
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:**_____

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