



LAMPTON-LOVE, INC.

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

1. News Briefs!!! (Parking & Garaging of LP-Gas Vehicles and Federal Ban on Texting for Commercial Truck Drivers) (3 pages)
2. Safety Meeting: Proper Documenting on Safety Check Forms/Gas Check Forms (3 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)

Parking and Garaging of LP-Gas Vehicles

Chapter 9 of NFPA 58, 2008 Edition sets forth the code requirements for parking and garaging of LP-Gas vehicles. These vehicles are your transport trucks, bobtails and trucks that transport cylinders for industrial, commercial, agricultural and residential use.

It is important to follow these guidelines to avoid potential accidents that can result in explosions or fires from leaking gas that finds an ignition source.

This Chapter of the Code discusses general safety precautions when parking these vehicles outside, as well as in a garage generally and specifically when performing service work on the vehicles.

When parking these vehicles outside you must always keep them 50 feet or more from ignition sources. You must also keep them away from places of public assembly, institutions or multi-apartment complexes. Essentially, the goal of the code is to keep these parked vehicles away from large groups of people. Obvious examples would be schools, churches, sports stadiums, etc.

The Code also requires that the driver stay with the vehicle when it is being used on any street, highway or alleyway. There are exceptions to this general rule found in the Code for meals, rest stops, and emergencies. There is also an exception in the Code to parking in uncongested areas. Emergencies and uncongested areas are not defined but obviously must be interpreted by a reasonable view of the facts available to the driver when in the field. Keep in mind that as with all parts of the Code the local authority having jurisdiction may impose more restrictive requirements than those set forth in the Code for outside parking and garage parking set out below.

When these Vehicles are brought Indoors

For “public garages” the Code requires that all LP-Gas be removed from cargo tank, piping, pump, meter, hoses and related equipment before it is brought indoors. Portable containers of LP-Gas need to be removed as well, before the vehicle is brought indoors.

If the vehicle is parked indoors and is not open to the public and is owned or under the control of the owner of the LP-Gas vehicle the garage must be built per the requirements of Chapter 10 of the Code. The vehicle must also be prepared in compliance with Section 9.7.3.5 of the Code. These requirements essentially seek to ensure that the vehicle is free of gas leaks and will be in a well ventilated, ignition free environment.

If the LP-Gas vehicle is brought indoors for service work the Code distinguishes between work on the “engine or chassis” and the gas delivery system. If work is being done on the cargo tank

or delivery system then Section 9.7.3.7 requires that all gas be removed from the tank and entire gas delivery system before it is brought indoors.

If work is only being done on the engine or chassis then the cargo tank does not need to be emptied before it is brought indoors, but the gas lines used to deliver the gas do need to be bled down.

Another training piece that will reduce accidents when these vehicles are inside garages is to follow the static discharge manual recently prepared by PERC. Although, it is impossible to eliminate static discharge as an ignition source this manual gives guidance on how to reduce this safety threat.

Good luck and be safe!!

Federal Ban on Texting for Commercial Truck Drivers

U.S. Transportation Secretary Ray LaHood today announced federal guidance to expressly prohibit texting by drivers of commercial vehicles such as large trucks and buses. The prohibition is effective immediately and is the latest in a series of actions taken by the Department to combat distracted driving since the Secretary convened a national summit on the issue last September.

“We want the drivers of big rigs and buses and those who share the roads with them to be safe,” said Secretary LaHood. “This is an important safety step and we will be taking more to eliminate the threat of distracted driving.”

The action is the result of the Department’s interpretation of standing rules. Truck and bus drivers who text while driving commercial vehicles may be subject to civil or criminal penalties of up to \$2,750.

“Our regulations will help prevent unsafe activity within the cab,” said Anne Ferro, Administrator for the Federal Motor Carrier Safety Administration (FMCSA). “We want to make it crystal clear to operators and their employees that texting while driving is the type of unsafe activity that these regulations are intended to prohibit.”

FMCSA research shows that drivers who send and receive text messages take their eyes off the road for an average of 4.6 seconds out of every 6 seconds while texting. At 55 miles per hour, this means that the driver is traveling the length of a football field, including the end zones, without looking at the road. Drivers who text while driving are more than 20 times more likely to get in an accident than non-distracted drivers. Because of the safety risks associated with the use of electronic devices while driving, FMCSA is also working on additional regulatory measures that will be announced in the coming months.

During the September 2009 Distracted Driving Summit, the Secretary announced the Department’s plan to pursue this regulatory action, as well as rulemakings to reduce the risks

posed by distracted driving. President Obama also signed an Executive Order directing federal employees not to engage in text messaging while driving government-owned vehicles or with government-owned equipment. Federal employees were required to comply with the ban starting on December 30, 2009.

The regulatory guidance on today's announcement will be on public display in the *Federal Register* January 26 and will appear in print in the *Federal Register* on January 27.

FEBRUARY 2010 SAFETY MEETING

Proper Documenting on Safety Check Forms/Gas Check Forms

This month, we are focusing on documenting safety/gas checks. Employees should be aware that in an event of an incident, their paperwork will be scrutinized. The need to document is like insurance – you don't appreciate it until the day you actually need and/or use it.

After reading the following scenario, review the attached Propane Safety Check Form. Have your employees circle the seven (7) incorrect actions on the form and then compare their answers to the answer sheet.

Scenario:

Mike's Propane Gas service technician goes to an existing customer to install a new tankless water heater. The home has several propane appliances which operate off a 420 lb. cylinder. The task today is to:

- 1) replace the 420 lb. cylinder with a 250 gallon tank;
- 2) run an additional 40 ft. of CSST;
- 3) install the tankless water heater according to manufacturer's instructions; and
- 4) perform all safety checks and document accordingly.

Documentation should always be based on accurate and factual information. Always be very careful what you put in writing. Managers should take the time to review all Propane Safety Check Forms for accuracy.

PROPANE SAFETY CHECK

Account Number: 01-1234
Name: John Smith
Address: 173 Medical Center Drive
City: Prattville ST: AL Zip: 36066

Invoice Number: 10-132 Date: 02/01/2010
Company/Branch: Prattville
Call Taken By: Beth
Telephone Work: 358-9590 Home 358-9520

Appliance Check

Appliance	Furnace	Logs	Tankless			
Manufacturer	Hillman	Smith	Kennedy			
Model #	1B-234	2c-156	3D-157			
Serial #	1234	1234	1234			
BTU's	75,000	30,000	199,000			
Burner/Com. Chamber	OK	OK	OK			
Man. Shutoff/Sed. Trap	OK	OK	OK			
Control/Pilot Safety System	OK	OK	OK			
Venting System	OK	N/A	OK			
Combustion Air	OK	OK	OK			
Reg Tagged (Removed from Service)	N/A	N/A	N/A			

Container Check

Size	Serial #	Manufacturer	Location	Tank Condition	Relief Valve	Fittings Leak Check
250	245954	Cairns	5ft. OK	OK	OK	OK

Regulator Check

Type	Manufacturer	Model # / Date	Flow Pressure	Lock-up Pressure
1 st	Drake	601 1/10	-----	-----
2 nd	Drake	220 1/10	10.5" w.c.	16" w.c.

Pressure Test (if Applicable)

Start Pressure: N/A	End Pressure: N/A	Time Held: N/A
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Leak Check

Start Pressure: 9" w.c.	End Pressure: 9" w.c.	Time Held: 2:00
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Comments: System good – no leaks – Driver delivered 100 gallons – tank full 80%

Technician Signature

MGR. Initial

This inspection covers Propane/LP gas items and equipment visible and accessible to the service technician and represents the conditions existing on the date of inspection. It does not cover latent or manufacturing defects, the internal working of sealed equipment, or structural components and cannot be construed to cover future defects or unforeseen happenings.

I _____
(Please Print)

- Know how to turn off gas in case of emergency.
- Have smelled propane and can detect its odor.
- Have received Consumer Safety Information.
- Had gas system deficiencies and/or corrections, if any explained to me.
- Am satisfied with the service work performed.

Customer Signature

Answer Key

1. Container check location: NFPA 58, 3.2.2 – The minimum distance for an ASME 250 gallon container is 10 ft from the building.
2. Regulator check: The lock-up pressure should not exceed flow pressure more than 30%. If the flow pressure was 10.5" w.c., the lock-up should not exceed 13.7" w.c. If the pressure increases beyond 30% of the flow pressure, the piping is too small. The system should have been 2 lb or the piping increased in size.
3. Regulator check: The service technician should have located the appliance with the lowest maximum input pressure which is indicated on the appliance data plate. Once that number is determined, the maximum lock-up pressure should not exceed it. All known propane appliances generally have a maximum input ranking of 14" w.c. or less. Therefore, there is a problem with the 16" w.c. on the form.
4. Pressure test: NFPA 54 Chapter 4.1 – The pressure test normally is conducted once, prior to initial operation of the piping system and again only when the piping system is modified. 4.1.1(c) - In the event repairs or additions are made following the pressure test, the affected piping shall be tested (minor repairs or additions do have an exception). In this scenario, the 40 ft. of new piping should have been tested.
5. Leak check: NFPA 54 4.2.3 – A leak check shall be done following an interruption of service as well as for new systems. In this scenario, a leak check was done but the time held is in question. Although appendix D.3 is not part of the code, the recommended minimum time to test a system for leaks is 3 minutes.
6. Comments: The service technician documented that the bobtail driver delivered 100 gallons of product and the tank was full (80%). This documentation shows the service technician must have transported the container to the site with more than 5% product for the tank to be full....a violation of DOT rules.
7. The safety check should have been signed by the customer and the service technician.

FEBRUARY 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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