



LAMPTON-LOVE, INC.

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Date: February 6, 2012
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting –February 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 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 February 2012. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Lifting Safely - Awkward Loads)
2. Safety Meeting: (Cargo Tank Remote Shutdown)

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!!!

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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)

Lifting Safely – Awkward Loads

Each day in some form or fashion you do lifting in the workplace and at home. Lifting safely is one of the most important things you can do to protect your back through out your lifetime. With some items it is pretty straight-forward how to handle them. However, many people get injured trying to handle the awkward shaped, awkward sized or awkwardly weighted objects. Here are some pointers for dealing with those:

Use Two-Person Lifts for Large or Awkward Loads

For a safe, correct, two person lift:

- ◆ Work with a person about your height.
- ◆ Decide in advance which person will direct the move.
- ◆ Keeping knees bent and back straight, lift and raise the load together.
- ◆ Move smoothly together as you carry, keeping the load at the same level.
- ◆ Unload at the same time, keeping knees bent.

Grip Properly to Lift Objects with Awkward Shapes

- ◆ Squat next to the object, with your feet spread shoulder width apart.
- ◆ Grip the object at the top outside corner and the bottom inside corner.
- ◆ Lift properly and slowly, with knees bent and back straight.

Get in Position to Lift from a Hard-to-Get-At Location

- ◆ Stand as close as possible to the object.
- ◆ Bend forward slightly at the hips, and push your buttocks out behind you.
- ◆ Bend your knees, keeping your back straight and stomach muscles tight.
- ◆ Grip the object firmly.
- ◆ Lift so your leg, stomach, and buttock muscles do the work – not your back.

Be realistic about what you can carry and what you can do; overdoing can cause lasting damage. You only have one back, make it last by lifting safely.

FEBRUARY 2012 SAFETY MEETING

Cargo Tank Remote Shutdown

As you know, bobtail and transport truck drivers alike must be operating cargo tank motor vehicles equipped with remote shutdown capabilities. The purpose of this technology is to remotely shutdown all cargo tank internal valves and truck engine in the event of uncontrolled release of propane downstream of those valves. The purpose of this safety meeting is reminding drivers of their responsibilities with respect to this important safety requirement.

DOT Regulations – What They Say...

(n) “***Emergency shut down.*** If there is an unintentional release of product to the environment during unloading of a liquefied compressed gas, the qualified person unloading the cargo tank motor vehicles must promptly shut the internal self-closing stop valve or other primary means of closure and shut down all motive and auxiliary power equipment.” 49 CFR 177.840(n)

(o) “***Daily test of off-truck remote shut-off activation device.*** For a cargo tank motor vehicle equipped with an off-truck remote means to close the internal self-closing stop valve and shut off all motive and auxiliary power equipment, an operator must successfully test the activation device within 18 hours prior to the first delivery of each day. For a wireless transmitter/receiver, the person conducting the test must be at least 150 feet from the cargo tank and may have the cargo tank in his line of sight.” 49 CFR 177.840(o).

The regulations are clear in the above two paragraphs; have your remote shutdown available at all times during off-loading and perform daily test to ensure the truck’s shutdown capabilities work as designed.

Listed below are some suggestions/thoughts that should help you in your compliance efforts:

1. Perform a high-quality daily inspection of your truck at the beginning of your shift and immediately afterwards.
2. During your pre-trip inspection, test your remote control at 150 ft. line-of-site from the cargo tank.
3. Mark off the 150 ft distance in your parking lot. Many drivers measure the distance with a tape measure and hang a sign or flag on a fence post to mark this distance. It’s much easier to persuade a zealous DOT official if this distance is marked.
4. It is suggested that this test be documented on your vehicle report or some other appropriate document.
5. **Keep at least one extra set of batteries in the cab of your truck in case the remote control’s battery goes dead.**
6. Remember to always have your remote control with you anytime you leave your truck. Drivers have been cited by the DOT on numerous occasions because they didn’t have their remote control in their possession during a roadside stop.

7. When you do the test, make sure the engine shuts off and all internal valves, including the 1 1/4" valve on the rear head of the cargo tank.
8. During your pre-trip inspection always pay attention to the condition of the truck's remote shutdown antenna. These devices are often damaged by trees or other hazards. Replace or repair as necessary.
9. Protect your remote control device from water and the elements. Use a protective cover to protect the unit when you are wearing it or stowing it in your truck.
10. Be careful to protect the remote shutdown components like wires and control boxes that are oftentimes located under or behind the passenger seat in the cab. Tools and equipment can damage these delicate components and render your shutdown system inoperable.
11. If you accidentally drop your remote control immediately test it to determine if it still is in operable condition. If not, replace or repair the unit. **Never load or off-load product unless the remote control is inoperable.**
12. While loading or off-loading propane have your remote with you at all times. Be prepared to use your remote control to shut down your truck and close the internal valves at the first sign of problems.

Special Note: Remote shutdown equipment is designed to operate only when the PTO or parking brakes are engaged or both. Check your remote control for proper operation by trying to shut down the truck when it is idling, the PTO disengaged and the parking brakes released. If it shuts down, the wiring is incorrect on the truck and should be taken in for repairs. NOTE: some inexpensive shutdown systems cannot be configured as discussed above, check with your truck fabricator if you have questions.

Remote shutdown capabilities cannot be taken for granted. These capabilities must be tested and verified daily. If problems are experienced, repair or red tag the truck. Under no circumstances should you operate a cargo tank motor vehicle with an inoperable remote shutdown system. Also, as a reminder, check the operation of your bulk plant's ESV system; it goes without saying that this system should also be operable in case of emergency.

FEBRUARY 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.
Gene Maddox/Lynn Eldridge
P.O. Box 1607
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