



LAMPTON-LOVE, INC.

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Date: February 3, 2013
To: All Branch Managers
From: Gene Maddox 
Subject: Branch Office Monthly Safety Meeting – February 2013

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 February 2013. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Truck Tires and Wheels)
2. Safety Meeting: (Static Electricity)

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)

Truck Tires and Wheels

On a typical bobtail, less than 120 square inches of tire tread are in contact with the road surface at any given time. Literally and figuratively a great deal is riding on this small contact area. The traction generated on the road surface by the tires allows you to turn, accelerate, stop and steer clear of disaster. Anything that interferes with a tire’s ability to generate traction can ruin your whole day! In this meeting, we want to discuss tire and wheel safety, especially as it applies to drivers, because most tire and wheel failures can be averted with proper inspection and care.

Tire and Wheel Inspection Items

Listed below are **some tire and wheel inspection items**:

- ◆ Check for bulges, sidewall separation, cut exposed fabric or steel and proper alignment.
- ◆ Run your hands over the tire to check for “feathering” and “cupping”.
- ◆ Check for proper tire inflation. Remember not all tires are designed to hold the same inflation pressures. Refer to the tire sidewall or the vehicle manufacture for proper inflation pressures. Most tire failures are attributable to under inflated tire allowing excess heat to build up causing the tire to fail. Studies have shown that running a tire under inflated by 20% increases wear by 16% and increases fuel consumption by 2%. Experts at Goodyear Tire and Rubber suggest that tires be checked for inflation at least once a week using a good, high quality pressure gauge. Tire pressures should always be checked when the tire is cold.
- ◆ Check the rear dual tires. The tires should be of the same type, size and construction. Check to ensure that objects are not stuck in between the tires such as rocks, wood or other road debris. Similarly, both tires on the steering axles should be of the same make, design and load rating.
- ◆ Check for defective welds, cracks, elongated bolt holes, loose nuts, lugs or clamps.
- ◆ Check wheels for evidence of road damage such as bent rims or physical damaged caused by an accident or road debris.
- ◆ Tread Depth – tires on steering axles must have at least 4/32” tread depth. Tires not on a steering axle must have at least 2/32” of tread depth. Use a good high quality tread depth gauge that can be purchased at any auto service department. Tread depth measurements should not be made where tie bars, humps or fillets are located.
- ◆ Ensure tires/wheels are balanced when possible. Check for evidence that wheel weights have fallen off wheels causing them to be come unbalanced.
- ◆ Check on the inside of the tire/rim assembly for evidence of damage by broken suspension components or road hazards. Tires can look great on the outside but could be in very poor condition on the inside.
- ◆ Check load rating on tires to ensure they are not overloaded.
- ◆ Check for evidence of extreme “weather checking”. Tires can deteriorate over time while absorbing the sun’s rays. This deterioration could ultimately lead to tire failure.

When was the last time you carefully examined all the tires/wheels on your vehicle? If you're like many drivers, you can't remember. Take the next opportunity to closely examine each tire/wheel on your truck. Additionally, take a look at the tires on your personal vehicle when you get home. Tires operate in a very tough environment and their condition changes each day. Buy a high quality tire for each truck. Carefully monitor their condition and take the appropriate action when you discover problems. Remember most tire failures can be averted with good high quality inspections.

FEBRUARY 2013 SAFETY MEETING

Static Electricity

What Is Static Electricity and Where Does It Come From?

Static electricity is electricity at rest, or simply not moving. A material with either too many or too few electrons in its atomic structure has a static electrical charge. Other than an attraction to other materials, it is relatively harmless. However, if a conductive path is provided for the static electricity, the resulting static discharge or spark may cause the ignition of propane vapor. When propane mixes with air (2.15 to 9.60%), the resulting mixture can be ignited easily by a static discharge. Static discharge is sometime cited as the possible cause of fires or explosions.

Advances in chemistry and technology have brought us new polymers and synthetics that have increased the likely presence and generation of static electricity. For example:

- ◆ Wood and steel are being replaced with polymeric materials such as high-density polyethylene (HDPE).
- ◆ Polyvinyl chloride (PVC) and stretch wraps are used to cover and secure loads
- ◆ PVC pipes are replacing metal pipes in low-pressure systems
- ◆ Natural fabrics are being replaced by synthetics
- ◆ Automation has brought faster productions speeds

The study of static electricity has grown exponentially over the past decade. However, there is still a vast misunderstanding about how it works where propane is transferred and handled.

Static electricity can come from a number of sources. Atmospheric lightening is the largest and most violent form.

Most of the static electricity we experience in our daily lives is not as dramatic. In fact, we usually don't notice it at all, or if we do, we don't pay it much attention. This is the static electricity created or generated by friction, scientifically called tribogeneration. Walking across a loading dock with rubber-sled boots, removing a wool sweater, and wind blowing over stretch wrap are all examples of friction generating static electricity.

When any two materials touch and separate, one material rips electrons away from the other material creating an imbalance or charge. It happens with all materials. The material that receives the electrons has a negative charge, and the material that gave them has a positive charge.

Different combinations of materials will develop different levels of static charge or voltages. Relative humidity, speed of movement, the materials' size, and the materials' electrical properties are all factors in determining how much static will be generated and how it's going to behave.

When we walk across a carpet, the soles of our shoes separate from the carpet, there is friction inside our shoes and socks, and our clothes rub against our bodies. These sources of friction generate a static charge. Then, if we reach out to touch a light switch or other conductive material, a spark is emitted.

Other examples include fuel flowing at high velocity through a small opening, which can generate enough static electricity in the fuel vapors to ignite them. Also, the friction of a dry wind blowing over cellophane or stretch wrap may energize the wrap. The wrap, in turn, may induce a charge into nearby conductors. A conductor can be any material that an electric current can pass through. Non-conducting materials resist the flow of electric currents.

STATIC DISCHARGE PREVENTION QUICK TIPS

1. Know the area

Be aware of Static Discharge Control Areas; that is, any area where propane vapors may be released or pooled. Some areas may be designated as Static Discharge Control Areas; however, any transfer, storage, or processing location where the odor of propane is present should be considered a Static Discharge Control Area where appropriate static discharge prevention measures should be taken. Remember, the odor of propane is a warning.

2. Ground your personnel

Are all personnel in the Static Discharge Control Area properly grounded? People generate static charge by movement, and they can carry the charge a considerable distance before discharging. Static-safe footwear or temporary foot grounders allow the wearer to discharge safely to a static-safe floor or floor mat before the charge levels become great enough to spark. Other grounding methods are available, including conductive wrist bands with cords.

3. Ensure proper attire

Cotton and cotton blends will generate less static electricity than most synthetics and polyester materials. (Static-safe garments and fabric treatments are available.) Be aware of any garments or layers of garments that snap and crackle when put on or removed. Never put on or remove garments inside a Static Discharge Control Area.

4. Clean Up

Remove all plastics, HDPEs, and other synthetic materials from Static Discharge Control Areas. Chargeable materials necessary for operation may be treated with topical anti-static coatings.

5. Follow the code

Is your equipment properly grounded? Any electrical equipment inside a Static Discharge Control Area must be installed in accordance with NFPA 58 and state electrical codes and regulations. Metal, non-electrical stationary equipment, such as rollers, should also be grounded.

6. Observe your processes

Most static electricity comes from the friction between materials. Processes that involve non-conductive materials will usually generate static electricity.

7. Limit access

Limit access to Static Discharge Control Areas to those people necessary to conduct normal business activities.

8. Listen

Take note of the observations of people working in Static Discharge Control Areas. They are the ones who witness static discharge events first hand and thus are the first to be aware of a static threat.

Knowledge is everything...knowledge about static electricity can save lives and property. Be aware of the causes and take the necessary precautions on the job. For a complete manual on Static Electricity, go to www.propanesafety.com to download it for free.

FEBRUARY 2013

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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