



LAMPTON-LOVE, INC.

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Date: February 5, 2007
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – February 2007

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 it 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 suggested for your Monthly Safety Meeting, for the month of February 2007. You may add topics, but please document the added topics as well:

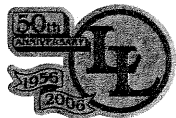
1. Brief News Briefs!!! (1 page)
2. DESA Technical Bulletin (2 pages)
3. Propane Truck Drivers – Serious Responsibilities & Penalties (2 pages)
4. Hand Tool Safety (1 page)
5. Tennessee OSHA Partner (1 page)

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 “2007 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!!!

Gene Maddox
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PROPANE
EXCEPTIONAL ENERGY

BRIEF NEWS BRIEFS!!!

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

Forklift Cylinder Relief Valves: All cylinders used in industrial truck service shall have the cylinder pressure relief valve replaced with a new or unused valve within 12 years of the date of manufacture of the cylinder and every 10 years thereafter. (NFPA 58 SECTION 11.12.4.4)

Appliance Shutoff Valves and Connections: Each appliance connected to a piping system shall have an accessible, approved manual shutoff valve with a nondisplaceable valve member, or a listed gas convenience outlet. Appliance shutoff valves and convenience outlets shall serve a single appliance only. (NFPA 58 SECTION 9.6.4)

The shutoff valve shall be located within 6 ft of the appliance it serves.

Handling Blood Spills: No matter where you work, when someone gets hurt and is bleeding, be cautious. The presence of blood means there's a potential for spreading blood-borne diseases.

Review this checklist before handling blood spills:

- Treat all blood spills as infections.
- Use disposable gloves to avoid direct skin contact with blood. Keep a supply of gloves in your work area. **Tip:** If you don't have gloves, use several plastic shopping bags over your hands.
- Use paper towel to clean up a blood spill, and dispose of them in a plastic bag. Seal and discard bag.
- Wash the spill area with a disinfectant solution (1 part bleach to 10 parts water). **Note:** Mix the bleach solution just before use, or it may lose its strength. Let the area air-dry for 15 minutes.
- After 15 minutes, wash the area again with disinfectant-soaked paper towels. Throw away the used towels in a sealed bag.
- Disinfect mops or cloths that were used for cleaning.
- Remove any contaminated clothing and place it in a disposable plastic bag before carefully laundering the clothes.
- Wash your hands with soap and hot water after you are finished cleaning (even if you wore gloves). **Tip:** Pull gloves off inside out to keep contamination inside the gloves. Discard the gloves.

If you take the above precautions while handling blood spills, you should be able to safely help an injured co-worker and reduce your risks as well.

DESA Technical Bulletin- Please see the attached Technical Bulletin from DESA. By following the instructions this should eliminate the problems we are having with the Vanguard – VP26 T-Stat heater.

TECHNICAL BULLETIN

January 26, 2007

To ensure the proper operation of VP26 T-Stat "B" models, DESA has devised two practical field adjustments. This field adjustment is necessary to eliminate the gap between the reflector assembly and the burner assembly (figure 1). The heater safety guard is removed for clarity. Removing the guard is not necessary for this adjustment. If guard is removed, ensure it is placed back on the heater securely in the proper position.

Reflector Adjustment Procedures

1. Disconnect electrical cord from fan (if installed).
2. Shut off fuel supply. Disconnect fuel supply line.
3. Remove heater from wall or floor mounted kit.
4. Lay heater on a cloth to prevent scratching etc. and lay on a solid surface.
5. Remove front panel from heater (two screws each side).
6. Locate area where black reflector assembly is mounted to tan heater cabinet.
7. Place palms of hands onto the reflector assembly and with adequate force, press straight down on the reflector assembly at metal flanges (Fig. 2), eliminating the gap between the reflector assembly and the plaque assembly (fig 3). Black apron is flush with the metal plaque frame (Fig 3).
8. In the bottom view (Fig.4, page 2) the bottom of the reflector assembly is flush with the bottom of the burner assembly.

Fig. 1 - Reflector Gap

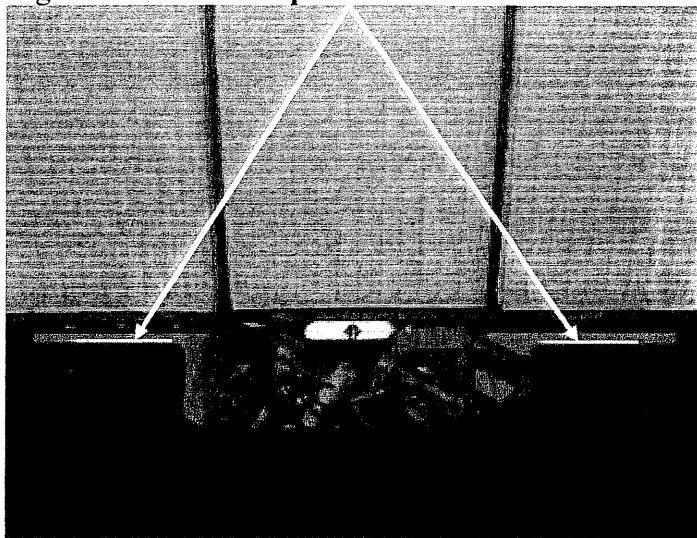


Fig. 2 - Adjusting Reflector Assembly

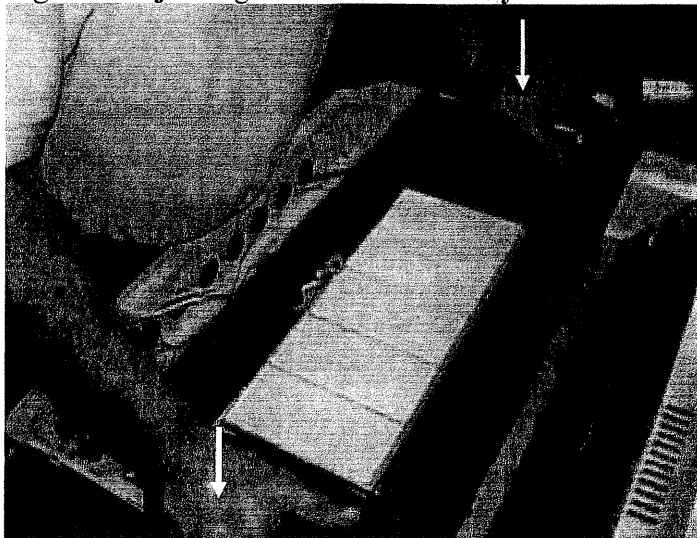
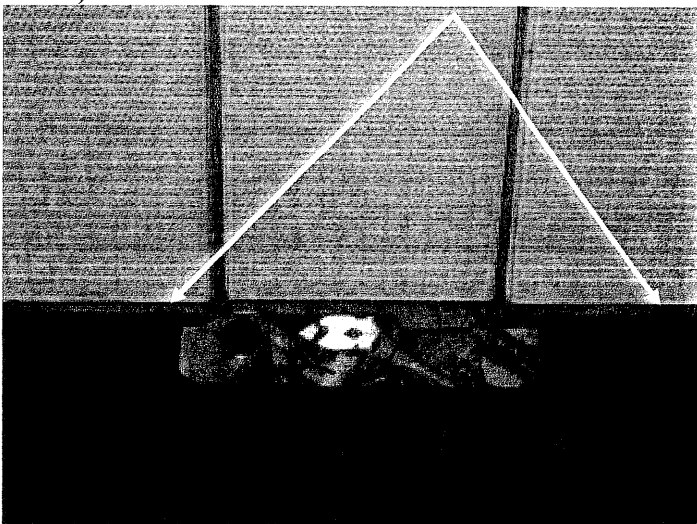


Fig. 3-Adjusted Reflector Gap (now flush w/burner frame)



Pilot position Adjustment Procedures

- 1). Locate brass looking bracket that the ODS Pilot is mounted onto (Fig. 4).
- 2). Loosen screws that hold pilot onto bracket, shift pilot up and re-tighten screws
- 3). Place fingers underneath the bracket the pilot is mounted to from both sides (Fig. 5).
- 4). Carefully lift up on the bracket and ODS pilot which positions the end of the pilot barrel closer to the burner surface (Fig. 5). The pilot bracket may touch the metal plaque frame. This reduces the gap between the pilot and the burner surface (Fig. 6).

Fig. 4 – Pilot bracket position (w/reflector flush w/ burner frame)

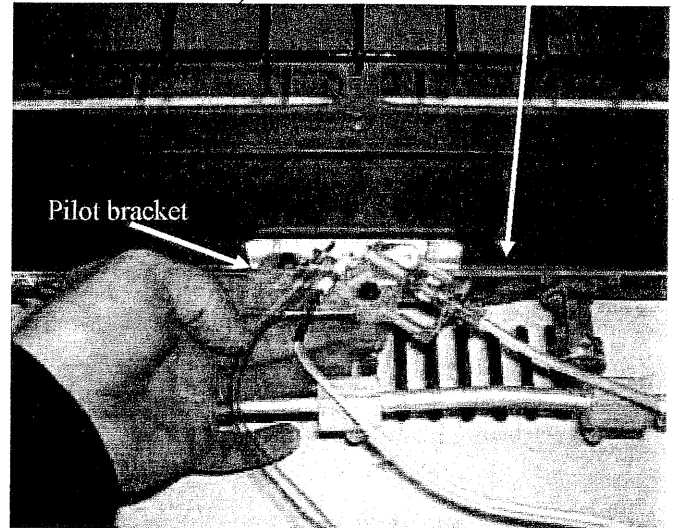


Fig. 5 – Adjusting pilot

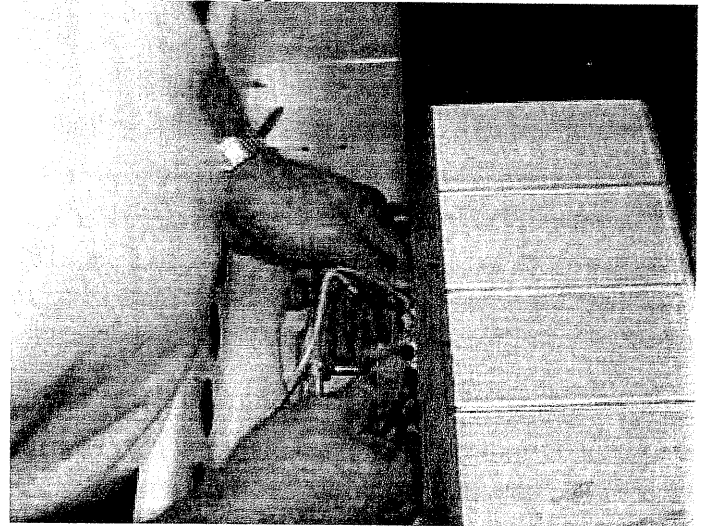
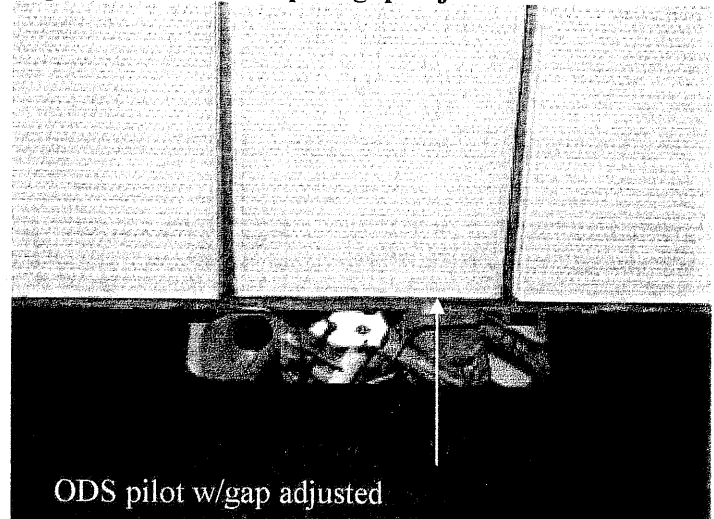


Fig. 6 – Pilot close-up w/ gap adjusted



February 2007 Safety Meeting

Propane Truck Drivers—Serious Responsibilities—Serious Penalties

Many propane truck drivers don't look at themselves as professional truck drivers. They say, "I just haul gas". In the eyes of federal and state DOT officials, drivers are much more than that. Propane industry drivers have a solemn responsibility to conduct themselves professionally at all times. Couple that responsibility with driving a cargo tank full of propane and you've got some serious risks. Like a doctor, CPA, lawyer and school teacher, CDL-qualified drivers could lose their work (driving) privileges if they fail to conduct themselves properly and worse still, somebody could get hurt or killed!

Typically, safety meetings are not intended to dwell on negative issues, but this is probably a good time to review some of the penalties for driver misbehavior. Please be reminded that some violations are so terrible that a driver could lose their driving privileges for life! Always keep in mind that possessing a commercial drivers license is a privilege, not a right. Drivers don't have the right to always possess a CDL, the state can "giveth and taketh it away" a driver's license at the drop of the proverbial hat.

Felony Traffic Violations

Listed below are very serious **felony** traffic convictions. Drivers lose their driving privileges for 3 years if convicted of these violations while driving a HAZMAT truck:

1. Being under the influence of alcohol or refusing to be tested
2. Being under the influence of a controlled substance
3. Leaving the scene of an accident involving a commercial motor vehicle (CMV).
4. Using a vehicle to commit a felony.

Note: upon the second offense, the disqualification period is at least 10 years, possibly life! Drivers who commit a felony involving the manufacturing, distribution or dispensing a drug with a vehicle are disqualified for life!

Serious Traffic Violations

Disqualification of driving privileges also applies the following serious traffic violations:

1. Excessive speeding (over 15 mph over the posted speed limit)
2. Reckless driving
3. Improper or erratic lane changes
4. Following too closely
5. A traffic violation arising in connection with a fatal traffic accident
6. Driving a CMV without having obtained a valid CDL
7. Driving a CMV without having a CDL in the driver's possession; and,
8. Driving a CMV without the proper class of CDL and/or endorsement

Note: Two of the above violations within 3 years disqualifies a driver for 60 days. Three serious traffic violations within 3 years disqualifies the driver for 120 days.

Violating Out-of-Service Orders

Trucks that are placed out-of-service by an enforcement officer must not be driven until the vehicle has been repaired. HAZMAT drivers that violate vehicle out-of-service orders will be disqualified for 180 days, subsequent violations will result in 3 to 5-year disqualifications. Drivers and employers can also be fined up to \$10,000.

Railroad-Highway Grade Crossings

Failing to stop at a railroad-highway grade crossing while operating a CMV is a disqualifying offense to the driver. Offenses include:

1. Failing to have sufficient space to drive completely through the crossing, without stopping;
2. Failing to obey a traffic control device or the directions of an enforcement official at the crossing;
3. Failing to clear a crossing because of insufficient undercarriage clearance.

Disqualification periods are:

1. First Violation—not less than 60 days
2. Second violation within 3 years—not less than 120 days
3. Third or subsequent violation, in separate incident, within 3 years—not less than 1 year.

Note: Employers who knowingly allow violation of railroad crossing regulations can be fined \$10,000. Also, some states have more restrictive laws and penalties.

Suggested Discussion Topics by Safety Meeting Facilitator

1. Discuss your company's drug and alcohol policy.
2. Remind driver to report all traffic citations to your designated company official.
3. Discuss railroad crossings in your area and remind drivers to stop, look and listen for train traffic. Remember most law enforcement officers require a 3-second count for a complete stop.
4. Discuss your company's post-accident procedures and remind drivers to never leave the scene of an accident except in extreme life-threatening situations.
5. Warn drivers against speeding, erratic lane changes, expired CDLs, reckless driving and following too closely. Remind drivers to always have their CDL and medical card with them and make sure they are current.
6. Maintain legal and safe speeds while on the highway and always signal their intentions prior to changing lanes, turning or stopping.
7. Review other related company policies as appropriate.

Commentary

Certainly employers have a great deal of responsibility. They must ensure that drivers have a safe vehicle, have the necessary insurance, and are properly trained to name just a few. However, drivers should also be aware they too have solemn responsibilities and drivers should note that all of the above violations are the responsibility of the driver—not anyone else! These are violations that the driver will “pay” for, including the possibility of losing his/her ability to earn a living, a very serious matter to say the least. So always remember you are a professional and a lot of people depend on you to make sound decisions every minute you are behind the wheel. The consequences of poor decisions could cost your pocketbook, your livelihood and even your life!

SAFETY CONTINUATION TRAINING

HAND TOOL SAFETY

Hammers, wrenches, chisels, pliers, screwdrivers, and other hand tools are often underrated as sources of potential danger. Hand tools may look harmless, but they are the cause of many injuries. In fact, an estimated 8 percent of all workplace compensable injuries are caused by incidents associated with hand tools. These injuries can be serious, including loss of fingers or eyesight.

Hand tools can cause many types of injuries:

1. Cuts, abrasions, amputations, and punctures. If hand tools are designed to cut or move metal and wood, remember what a single slip can do to fragile human flesh.
2. Repetitive motion injuries. Using the same tool in the same way all day long, day after day, can stress human muscles and ligaments. Carpal tunnel syndrome (inflammation of the nerve sheath in the wrist) and injuries to muscles, joints and ligaments are increasingly common if the wrong tool is used, or the right tool is used improperly. Injury from continuous vibration can also cause numbness or poor circulation in hands and arms.
3. Eye injuries. Flying chips of wood or metal are a common hazard, often causing needless and permanent blindness.
4. Broken bones and bruises. Tools can slip, fall from heights, or even be thrown by careless employees, causing severe injuries. A hammer that falls from a ladder is a lethal weapon.

To avoid such injuries, remember the following safety procedures:

1. Use the right tool for the job. Don't use your wrench as a hammer. Don't use a screwdriver as a chisel, etc. Go back to the tool house and get the right tool in the right size for the job.
2. Don't use broken or damaged tools, dull cutting tools, or screwdrivers with worn tips.
3. Cut in a direction away from your body.
4. Make sure your grip and footing are secure when using large tools.
5. Carry tools securely in a tool belt or box. Don't carry tools up ladders. Use a hoist or rope.
6. Keep close track of tools when working at heights. A falling tool can kill a co-worker. Attach with a lanyard if necessary.
7. Pass a tool to another person by the handle; never toss it to them.
8. Use the right personal protective equipment (PPE) for the job. Follow company instructions for selecting and using safety eyewear, steel toed shoes, gloves, hard hats, etc.
9. Never carry sharp or pointed tools such as a screwdriver in your pocket.
10. Select ergonomic tools for your work task when movements are repetitive and forceful.
11. Be on the lookout for signs of repetitive stress. Early detection might prevent a serious injury.
12. Always keep your tools in top condition. A dull blade or blunt point can lead to injury.
13. Store tools properly when you stop work.

By following these precautions, you can help prevent injuries and provide a better workplace for everyone. Remember, an ounce of prevention is worth a pound of cure!

A Job Well done is Inherently Safe

TOSHA (Tennessee OSHA Partner)

In a parallel document on the state of Tennessee's TOSHA website, the top 25 cited violations for general industry (the category to which propane marketers belong) include:

25 MOST CITED GENERAL INDUSTRY STANDARDS

January 1, 2005–December 31, 2005

Rank	# Cited	Standard	Hazard Description	Rank	# Cited	Standard	Hazard Description
1	245	1910.1200 (e)(1)	No Written Hazard Communication Program	12	57	1910.22(d)(1)	No Sign Indicating Approved Load Level (overhead storage)
2	200	1910.1200 (h)(1)	Inadequate Training on Hazardous Chemicals	13	57	1910.132(d)(1)	No PPE Hazard Assessment Conducted
3	113	1910.305 (b)(1)	Unused Openings in Cabinets, Boxes, and Fittings Not Effectively Closed (electrical wiring)	14	52	1910.134(c)(1)	No Written Respirator Program (worksite specific)
4	98	1910.1200(f)(5)(i)	No Chemical Identity Label on Container of Hazardous Chemical	15	51	1910.304(f)(4)	No Permanent or Continuous Electrical Path to Ground
5	98	1910.1200(g)(1)	No MSDS for Hazardous Chemicals	16	50	1910.151(b)	No One Trained in First-Aid
6	79	1910.1200(f)(5)(ii)	No Hazard Warning Label on Container of Hazardous Chemical	17	50	1910.23(c)(1)	No Fall Protection for Open-sided Floor Above 4 Feet
7	79	1910.305 (b)(2)	No Covers on Pull Boxes, Junction Boxes, and Fittings (electrical wiring)	18	49	1910.1200(g)(8)	MSDS Not Accessible
8	78	1910.215(b)(9)	Missing Tongue Guard on Grinder	19	48	1910.22(a)(1)	Poor Housekeeping
9	74	1910.134(e)(1)	No Medical Evaluation for Respirator Wearers	20	45	1910.37(b)(2)	Exit Not Marked by Clearly Visible Sign
10	70	1910.157 (e)(2)	No Monthly Visual Inspection of Fire Extinguishers	21	42	1910.215(a)(4)	Missing Work Rest on Grinder
11	66	1910.157(c)(1)	Portable Fire Extinguishers Not Accessible	22	40	1910.132(d)(2)	No Written Certification of PPE Hazard Assessment
				23	40	1910.212(a)(3)(ii)	Point of Operation on Machinery Not Guarded
				24	38	1910.303(f)	Electrical Disconnecting Means Not Legibly Marked
				25	38	1910.303(b)(2)	Electrical Equipment Not Installed in Accordance with Listing or Labeling

FEBRUARY 2007
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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