



LAMPTON-LOVE, INC.

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Date: January 5, 2011
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – January 2011

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 January 2011. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Be Prepared: Workplace Emergencies and Hazard Recognition)
(2 pages)
2. Safety Meeting: (Cold Weather...Don't Be Left Out in the Cold) (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 "2011 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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Safety Director

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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)

BE PREPARED: WORKPLACE EMERGENCIES

Your co-worker is trapped under a heavy machine... what do you do? A fire starts in your wastebasket... where is the fire extinguisher? These are questions that you should know the answer to before these scenarios occur in real life. Being prepared for workplace emergencies can make the difference between life and death. *Here are three quick-response actions you can take in an emergency:*

Scenario: Your co-worker is trapped under heavy machinery.

Action: Turn off equipment, if necessary, and ask the person to remain calm while you call 911. If you can, remove anything that prevents normal chest expansion so the trapped person can breathe.

Scenario: A fire begins in a wastebasket.

Action: Alert others in the area. Quickly remove anything that's flammable or explosive and then get a fire extinguisher. If the fire is out of control, leave the area, close any doors behind you and call 911.

Scenario: A co-worker gets a chemical splashed in her eye.

Action: Ask the person what chemical splashed and read the container label for emergency instructions. Be ready to take your co-worker to an eyewash station (or a sink if there isn't an eyewash station nearby) and to assist holding her eyelid open while she flushes her eye with water for 15 minutes.

Of course, the best way to be prepared for emergencies is to prevent them from happening. Be sure to follow all safety rules and don't take shortcuts.

HAZARD RECOGNITION

I've never met a worker who *intentionally* injured himself or herself. This should go without saying. Unfortunately, many workers are seriously injured each year and many people still believe that accidents “just happen.” But, accidents do not just happen!!

What Goes Wrong? Usually, an error that is *within the control* of one or more people is at the bottom of things. Often, several errors take place, at the same time, for an accident to occur. So when we analyze accidents, we should focus on which aspects of a task were controlled and which were not. Assuming that workers have been properly trained and all the proper materials and tools were available, what else can go wrong? A lot! Accidents are most frequently due to haste and poor planning.

Don't Take Safety Shortcuts: When workers get out on the job with a supervisor monitoring their output, they are expected to achieve production goals. If they feel their job is on the line, they may pay less attention to safety than to production, in order to look better in the eyes of the boss. This often means poor choices are made that put them and co-workers at risk. Many accidents happen in just this manner. And these incidents have a negative impact on production, because dealing with them requires valuable time and money.

Plan Ahead! It is an employee's responsibility to work safely, and that means taking time to review what is to be done – and what could go wrong. All employees should make it a habit to check out the site and assure the work can be done without mishaps. It helps to remember the Five P's: **Prior Planning Prevents Poor Performance!!**

JANUARY 2011 SAFETY MEETING

COLD WEATHER... DON'T BE LEFT OUT IN THE COLD!!!

Winter is upon us, and although the weather is great for business it can wreak havoc on our bodies and our ability to serve our customers. Cold weather, even in the deep-south, can be troublesome, even deadly! The good news is that with just a little preparation you can meet “old man winter” head on and protect yourself from the worst of what “mother nature” throws your way!

Listed below are some tips, suggestions and facts that might help you from being left out in the cold:

- ❖ Start the morning familiarizing yourself with the day's weather forecast. Get online, turn on the radio or watch your favorite weatherman on TV. We know forecasts can be way off base, but most times they are fairly accurate. Use these forecasts to plan how you will dress for the day and determine the possibility of inclement weather.
- ❖ Wear your clothes in layers. Layering clothing makes it easy for you to adjust to changing temperatures. Layering clothing also keeps you warmer because of the air trapped between the layers.
- ❖ Drink plenty of water. Remember, even in cold weather your body loses water through heavy clothing, work, normal perspiration and low relative humidity. Remind yourself to drink water a couple of times in the morning and in the afternoon.
- ❖ Eat healthy and on very cold days eat a little extra. During cold weather your body burns extra calories to keep itself warm. Diets higher in protein are a good idea.
- ❖ Keep your head covered. The top of your head is like a big radiator. In fact, scientists tell us that well over 50% of the heat losses your body experiences in winter are through your head.
- ❖ Cover your ears with a scarf, knit cap or ear muffs.
- ❖ Wear warm gloves whenever possible but remember to wear only approved propane-resistant gloves when transferring propane. While these gloves are not very warm or comfortable, it's still much safer to use them during transfer operations. Cotton or wool gloves will soak in propane liquid and cause severe frost-bite injuries.
- ❖ Use chemical packs for warmth. Never use a glow wick device as they can be a source of ignition. Small chemical packs can sometimes be placed inside your gloves while larger ones can be placed on or near the small of your back so the blood supply to and from your kidneys can be warmed.
- ❖ Thoroughly clean all windows on your truck of ice, sleet, snow and dirt BEFORE you leave your facility. Don't forget to clean your rearview mirrors!
- ❖ Warm your truck thoroughly before leaving your facility and make sure your defroster is blowing out warm/hot air. Sometimes frost can form on the inside of your windshield from your breath and perspiration vapor, making it very difficult to see. **Warning, NEVER** pour warmed water over your windshield to clear ice/snow or you could cause it to crack.

- ❖ Check your truck's coolant level and make sure it has plenty of anti-freezes. Low coolant levels can "starve" your heater of the needed warm water causing poor heater and defroster output.
- ❖ Although it's cold, this is no time to cut corners on your daily vehicle inspection. Be especially careful to ensure that all your lights and horn are working. Use the help of a fellow employee if necessary. Remember, these inspections need to be conducted at the start of the day and at day's end.
- ❖ Be cautious of high wind conditions. Winds can cause trucks to lose traction on slippery roads, sometimes without warning!
- ❖ Be cautious of walking surfaces during cold weather especially pedestrian bridges and steps. These surfaces will freeze first and create slip, trip, and fall hazards.
- ❖ While pulling hose, be especially cautious of your footing when in a customer's yard. Snow, ice, sleet, leaves, grass and other debris can cover-up hazards that can cause you to slip and fall.
- ❖ Be very cautious when driving in cold weather. Slow down and constantly be aware of the road surface. Remember, ice forms on bridges and overpasses first, so be especially cautious when driving over these potential hazards.
- ❖ Driving defensively in cold weather is imperative. Be on the lookout for those drivers that aren't necessarily looking out for you. Remember, cold weather brings with it many distractions that many drivers are not used to dealing with. A professional driver must drive not only for himself but also for the other drivers around him. Additionally, many drivers in the south are not skilled on driving on icy surfaces.
- ❖ While driving, be sure to signal your intentions well ahead of time. Although this applies all "year round", it is especially important in cold weather. Other drivers around you need extra time to react to a stop, turn or backing maneuver.
- ❖ Be ever cautious of changing weather conditions and plan your day accordingly. For instance, if there is a threat of an ice storm in the afternoon, start early in the day so it's not necessary for you to be out during the storm.

Working in cold weather can be done safely and efficiently, follow the above tips and use common sense, you'll do just fine.

JANUARY 2011
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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