



LAMPTON-LOVE, INC.

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

1. News Briefs!!! (Frequently Asked Questions about the Restricted Use of Cell Phones by Drivers of Commercial Motor Vehicles [CMVs])
2. Safety Meeting: (Cold Weather...Don't be Left out in the Cold!!!)

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 “2012 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)

FREQUENTLY ASKED QUESTIONS ABOUT THE RESTRICTED USE OF CELL PHONES BY DRIVERS OF COMMERCIAL MOTOR VEHICLES

1. **Q: What is the effective date of the Mobile Telephone rule?**
A: The effective date of the rule is January 3, 2012.

2. **Q: Are wire or wireless earpieces allowed?**
A: Yes. Hands-free use of a mobile telephone is allowed using either a wired or wireless earpiece, or the speakerphone function of the mobile telephone. Wireless connection of the mobile telephone to the vehicle for hands-free operation of the telephone, which would allow the use of single-button controls on the steering wheel or dashboard, would also be allowed.

3. **Q: Is Push-to-Talk allowed?**
A: No. A driver’s use of the Push-to-Talk function on a mobile telephone violates the prohibition against holding the phone. This includes the continuous holding of a button that is necessary to use a Push-to-Talk feature through a mobile telephone, even when the driver is using a connected microphone or wireless earphone.

4. **Q: Are holders of a commercial driver’s license (CDL) subject to the regulation only when driving a CMV, as defined in 49 CFR 383.5, or any vehicle?**
A: CDL holders are subject to the Federal rule only when driving a CMV.

5. **Q: What drivers are covered by the Federal rule” intrastate or interstate? CDL holders? All CMVs?**
A: The rule covers both drivers of CMVs in interstate commerce and intrastate drivers who operate CMVs transporting a quantity of hazardous materials requiring placarding under 49 CFR Par 172 or any quantity of a material listed as a select agent or toxin in 42 CFR part 73.

If a CMV driver is employed by a State or a political subdivision of a State (e.g. county, city, township, etc.), FMCSA safety regulations do not apply, even if the driver is engaged in interstate transportation. But if a CMV driver employed by a State or a political subdivision of a State is operating a vehicle that requires a CDL, the applicable State traffic laws would govern (e.g., Maryland’s prohibition on the use of hand-held phones). The states have 3 years to implement by State law the disqualification provision.

6. **Q: What is required of the employer in terms of company policy or training?**
A: The rule does not require motor carriers to establish written policies in terms of company policy or training programs for their drivers. However, employers are prohibited from allowing or requiring their drivers to use hand-held mobile phones. A motor carrier may establish policies or practices that make it clear that the employer does not require or allow hand-held mobile telephone use while driving a CMV in interstate commerce. The carrier is responsible for its drivers' conduct.
7. **Q: Is dialing a phone number allowed under this rule?**
A: No. Dialing a mobile telephone while operating a CMV in interstate commerce is prohibited by the rule. A driver can initiate, answer, or terminate a call by touching a single button on a mobile telephone, earpiece, steering wheel, or instrument panel – comparable to using vehicle controls or instrument panel functions, such as the radio or climate control system.
8. **Q: Can a driver reach for a mobile telephone even if he/she intends to use the hands-free function?**
A: No. In order to comply with this rule, a driver must have his or her mobile telephone located where the driver is able to initiate, answer, or terminate a call by touching a single button while the driver is in the seated driving position and properly restrained by a seat belt. If the mobile telephone is not close to the driver and operable while the driver is restrained by properly installed and adjusted seat belts, then the driver is considered to be reaching for the mobile phone, which is prohibited by the rule.
9. **Q: Are tow trucks exempt?**
A: No. The interstate operation of tow trucks that meet the definition of a CMV are not exempt. Tow trucks, however, are exempt when responding to police emergencies in accordance with 49 CFR 390.23(a)(3).

JANUARY 2012 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 to the blood supply to and from your kidneys can be warmed.
- ◆ Thoroughly clean all the windows on your truck of ice, sleet, snow and dirt BEFORE you leave your facility. Don't forget to clean your rear view 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 warm 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 not 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 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.
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