



LAMPTON-LOVE, INC.

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Date: January 3, 2013
To: All Branch Managers
From: Gene Maddox *GM*
Subject: Branch Office Monthly Safety Meeting – January 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 January 2013. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Winter Preparedness)
2. Safety Meeting: (Odorization of Propane)

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)

WINTER PREPAREDNESS

Hopefully winter is upon us this year, and it’s time to be thinking about winter weather. Even if you operate in the south, winter can bring with it special challenges. Now is a good time to review some of the following issues to help make your winter work experience as productive and safe as possible. The Centers for Disease Control and Prevention and the Federal Emergency Management Agency (FEMA) suggest the following strategies to protect your health and safety when the temperature plummets and related poor weather appears.

Dress Warmly

- ◆ According to some studies, 50% of your body heat is lost through the top of your head. Wear a warm hat!
- ◆ Wear multiple layers of clothing. Peel off the layers as the day warms.
- ◆ Wear water-resistant coats and footwear. Keeping your feet dry in the winter is probably the most important thing you can do.
- ◆ Wear gloves that protect from the cold and other hand-related injuries.
CAUTION: If transferring propane, never wear gloves that are not designed to protect you from propane freeze burns.

Hard Work

Be careful when performing extremely hard work in the cold. Remember your body is already working extra hard keeping itself warm. Increased respiration of cold temperature air can tax the body. Another problem that happens occasionally is that workers become overheated because of all the extra clothing.

Drink Water

Your body needs water even when it’s cold outside. Force yourself to drink water occasionally even if you’re not thirsty. Remember dry air robs your body of precious moisture.

Wind Chill

Wind will carry away precious body heat very quickly. When working in windy conditions protect your body from losing body heat by dressing in layers.

Weather Reports

Listen for radio or television reports of travel advisories issued by the National Weather Service. Plan your day in accord with the weather forecast.

Vehicle Checks

Make sure your vehicle is prepared for winter. Check antifreeze; tire pressure and the general condition of your vehicle including the battery and battery terminal connections.

If you must travel in inclement weather, let someone know your destination and when you expect to arrive. Ask them to notify authorities if you are late. Check and restock the winter emergency supplies in your vehicle before you leave. Never pour warm water on your windshield to remove ice or snow; by doing so you can shatter glass. Don't rely on the vehicle to provide sufficient heat during a breakdown; always have extra clothing on hand in case your vehicle breaks down.

What to Do if You Get Stranded

Staying in your vehicle when stranded is often the safest choice if winter storms create poor visibility or road conditions. These steps will increase your safety when stranded:

- ◆ Call for help on your cell phone.
- ◆ Leave your cell phone on, as the authorities can "ping" your cell phone in order to find your location.
- ◆ Do not leave your vehicle to search for assistance unless help is visible within 100 yards.

It's very easy to become disoriented or lost in blowing and drifting snow.

- ◆ Display a trouble sign.
- ◆ Tie a brightly colored cloth on the radio antenna
- ◆ Raise the hood.

Move anything you need into the cab of the truck. Wrap your entire body, including your head, in whatever is handy to help maintain body heat. Use extra clothing, blankets, maps, newspapers, or even the floor car mats for added insulation. Stay awake. You will be less vulnerable to cold-related health problems.

Keep the exhaust pipe clear of snow – this will reduce the risk of carbon monoxide poisoning. Run the engine (and heater) for about 10 minutes per hour, opening one downwind window slightly to let in air.

Do minor exercises. As you sit, clap your hands and move your arms and legs occasionally to improve your circulation and stay warmer. Try not to stay in one position for too long. Avoid overexertion.

Winter Storm Watches and Warnings

A *winter storm watch* indicates that severe winter weather may affect your area. A *winter storm warning* indicates that severe winter weather conditions are definitely on the way. A *blizzard warning* means that large amounts of falling or blowing snow and sustained winds of at least 35 miles per hour are expected for several hours. For ongoing information about winter storms in your area, check out the FEMA Winter Storm update Center online at:

<http://www.fema.gov/fema/wsuc.htm>.

When winter temperatures drop significantly below normal, staying warm and safe can be a challenge. Although staying indoors as much as possible can help reduce your risk (especially for injuries from car crashes and falls on the ice) it's probably not reasonable to expect to stay indoors whenever the temperature becomes dangerous. When you do go out, being prepared and following sensible health and safety precautions can make the difference between risking a dangerous excursion and experiencing a safe – if snowy- adventure.

We have all witnessed how weather patterns have changed over the past several years, nobody knows what this winter will bring. Make thoughtful and considered decisions. And take care of yourself, your family is depending on you and remember your preparation for winter's onslaught could make the difference between life and death!

JANUARY 2013 SAFETY MEETING

Odorization of Propane

Propane in its natural state is odorless and colorless; therefore, a commercial odorant is added. Effective odorization serves two primary purposes.

- ◆ Odorization of propane permits the detection of leaks before gas concentrations reach a hazardous level; and
- ◆ Odorization reduces gas losses through early detection and repairs of leaks.

NFPA 58, 1998 Edition states:

- ◆ 1.3.1 All LP Gases shall be odorized prior to delivery to a bulk plant by addition of a warning agent of such character that the gases are detectable by a distinct odor to a concentration in air of not over one-fifth the lower limit of flammability. Exception: Odorization, however, shall not be required if harmful in the use of further processing of LP Gas or if such odorization will serve no useful purpose as a warning agent in such further use or processing.
- ◆ 1.3.2 If odorization is required, the presence of the odorant shall be determined by **sniff testing** or other means and the results shall be documented:
 - A. whenever LP gas is delivered to a bulk plant or
 - B. when shipments of LP Gas bypass the bulk plant.

Minimum standards have also been set by the U.S. Department of Transportation. The standards state that all LP Gas transported (unless odorization would be harmful for its use in a manufacturing process) shall be odorized so that at a concentration in air of one-fifth of the lower flammability limit the gas is readily detectable by a person with a normal sense of smell.

Although other odorants may be used, the one most commonly used is ethyl mercaptan, which is added at the minimum rate of approximately one pound per 10,000 gallons of propane.

Many companies routinely document **sniff tests** as part of any bulk plant operation. The sniff test is the most widely used method to check for propane odorant. The following precautions should be performed before doing a sniff test:

- ◆ Protect yourself by wearing the proper PPE.
- ◆ Only vent a small amount of liquid propane.
- ◆ Sniff only after the vent is closed and the liquid is vaporized.
- ◆ Be familiar with your company policy and standard operating procedures, including how and where to document the presence of propane odorant.

Follow these steps to perform the sniff test when loading a bobtail:

- ◆ After you secure the plant transfer hose to the cargo tank connection and before you fill the cargo tank, briefly open and close the transfer hose end valve.
- ◆ Vent a small amount of liquid propane through a vent and then close it
- ◆ Sniff the area immediately after the liquid vaporizes
- ◆ Verify that the propane is odorized.
- ◆ Record your sniff test on the appropriate company form and proceed with the loading operation.

If you cannot smell propane odorant:

- ◆ Do not load the cargo tank or cylinder.
- ◆ Disconnect the transfer hoses and secure them in their storage racks.
- ◆ Contact your supervisor immediately
- ◆ Warn others in the area not to load until approved by your supervisor.
- ◆ Follow your company policy for closing the transfer area if required.

Because safety is the most important reason for odorization, industry personnel should be familiar with all odorization and sniff testing requirements. This leads not only to better relations but to a safer environment for everyone.

JANUARY 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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