



LAMPTON-LOVE, INC.

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
Mirror Lake Plaza
2829 Lakeland Drive, Suite 1505 • Jackson, Mississippi 39232
(601) 933-3400 • Fax (601) 933-3420

Date: January 6, 2014
To: All Branch Managers
From: Gene Maddox *GM*
Subject: Branch Office Monthly Safety Meeting – January 2014

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 2014. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Winter Preparedness)
2. News Briefs!!! (DOT Clarifies Drug, Alcohol Policy in Compliance Notice)

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

JANUARY 2014 SAFETY MEETING

Winter Preparedness

Hopefully winter is upon us this year, and it's not too late to be thinking about winter weather. Even if you operate in the Deep 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, 30% 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-resistance 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 over heated 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. Take at least 2 bottles of water with you on our route. And force yourself to drink occasionally even if you're not thirsty.

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. Accordingly, if bad weather is forecast in the morning, wait until the afternoon to make your deliveries or vice versa.

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 can shatter glass. Don't rely on the vehicle to provide sufficient heat during a breakdown, always have extra clothing on and 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 and 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 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.

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.

In conclusion, we all have 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!

NEWS BRIEFS!!!

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

DOT Clarifies Drug, Alcohol Policy in Compliance Notice

The U.S. Department of Transportation’s (DOT) Office of Drug and Alcohol Policy and Compliance has issued a notice clarifying that recent state initiatives permitting the use of marijuana for so-called recreational purposes will have no bearing on DOT’s regulated drug testing program. The department’s Drug and Alcohol Testing Regulation-49 CFR Part 40 does not authorize the use of Schedule I drugs, including marijuana, for any reason.

“Therefore,” said Jim L. Swart, director of the Office of Drug and Alcohol Policy and Compliance, “medical review officers will not verify a drug test as negative based upon learning that the employee used recreational marijuana when states have passed recreational marijuana initiatives. We also firmly reiterate that a medical review office will not verify a drug test as negative based upon information that a physician recommended that employee use medical marijuana when states have passed the medical marijuana initiatives.”

Swart emphasized that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under DOT’s drug testing regulations to use marijuana.

“We have had several inquiries about whether these state initiatives will have an impact upon the Department of Transportation’s longstanding regulation about the use of marijuana by safety-sensitive transportation employees-pilots, school bus drivers, train engineers, subway operators, aircraft maintenance personnel, armed transit security personnel, ship captains, and pipeline emergency personnel, among others,” he said. “We want to assure the traveling public that our transportation system is the safest it can possibly be.”

JANUARY 2014 SAFETY MEETING 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.				
12.				
13.				
14.				

* 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: _____

E-mail or fax this sheet only to: Lampton-Love Inc.

Gene Maddox/Lynn Eldridge

P.O. Box 1607

Jackson, MS. 39215-1607

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