



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 8, 2007
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – January 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 one page 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 January 2007. You may add topics, but please document the added topics as well:

1. Brief News Briefs!!! (1 page)
2. General Safety Awareness Issues (2 pages)
3. Decoding S-A-F-E-T-Y (1 page)
4. Sprains and Strains (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
Safety Director
Lampton-Love, Inc.
Office: 800-647-2434 or 601-933-3416
Cell: 662-633-2755



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)

THE "RCC" CHARGE – The regulatory Compliance Charge (RCC) is an applied charge due to our requirements to:

- 1- Develop and implement a company-wide security plan.
- 2- Install emergency shutdown remotes for all our bobtails.
- 3- Develop and perform a Fire Safety Analysis for all our tanks larger than 4000 gallons.
- 4- Comply with OSHA rules pertaining to Monthly Fire Extinguisher Inspections, annual Blood borne Pathogen training, Personal Protective Equipment training and Lockout-Tag out training.
- 5- Comply with DOT rules pertaining to Drivers Daily Vehicle Inspections and Monthly Cargo Tank Truck Inspections.
- 6- Comply with monthly hose test and inspection.
- 7- Comply with tank hydro testing regulations.
- 8- Court mandated CETP training. (CERTIFIED EMPLOYEE TRAINING PROGRAM)
- 9- Federal Hazmat tax (also known as the bobtail tax)
- 10- And any other state and federal rules and regulations and taxes.

Therefore when a customer asks what the RCC charge involves, you have somewhat of an idea of what this charge is based upon. Our industry is a very safe industry but it is also a much regulated industry. That is what makes it safe!

Chock Blocks for Cargo Tank Vehicles – Each cargo tank vehicle and trailer shall carry chock blocks, which shall be used to prevent rolling of the vehicle whenever it is being loaded or unloaded or is parked. Guys this means that any time that you are loading or unloading your bobtail both chocks has to be down. Any time you park and get out of the truck both chocks has to be put down. Transports also has to abide by this regulation, if you see a transport driver not using his chock blocks when he is unloading at your bulk plant, please let Billy Boyd or myself know.

No Smoking – No person shall smoke or carry lighted smoking material as follows.

- 1- On or within 25 ft of a vehicle that is containing LP-gas liquid or vapor
- 2- At point of transfer.
- 3- When delivering or connecting to / disconnecting from containers.

January 2007 Safety Meeting

General Safety Awareness Issues

This is also the start of a new year; let's re-double our efforts to have a safe and productive 2007!! Listed below is a selection of checkpoints that drivers and other employees should review. Obviously, this selection does not cover the entire "universe" of safety factors but they should provide you with a good starting point to manage your exposure. Foul weather should never be the cause of an accident if employees take the proper precautions!!

Bulk Storage Plant

- Ensure all traveled lanes in and around the plant are free of clutter, obstacles and piles of snow (in colder climates).
- Verify that your plant's ESV system is operational.
- Verify the bulk plant is free of leaks.
- Are flexible transfer hoses in good shape and are square o-rings and gaskets in place at ACME connections?
- Are signs clearly posted around your facility that warns against smoking and do they list after hour's telephone numbers?
- Are all employees trained on emergency action plans in the event of an emergency?
- Is there sufficient lighting at the bulk storage plant for nighttime operations?
- Are gates and doors securely locked when employees are not present?

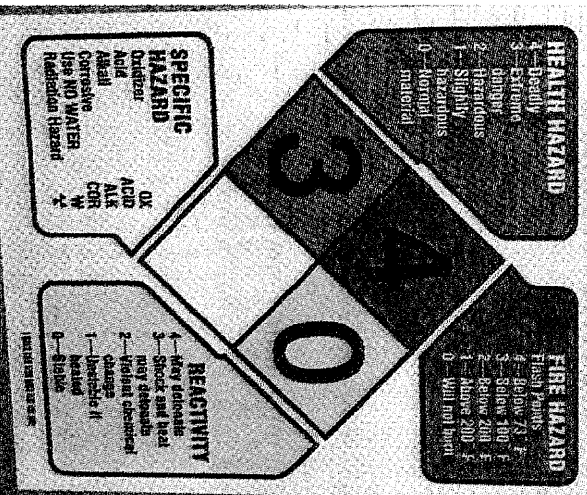
Driver/Truck Preparations

- Drivers should check their CDL and medical card to ensure each are current.
- Drivers are to be reminded of the prohibition of being under the influence of drugs or alcohol while on duty.
- Inspect all vehicles prior to leaving the plant to ensure they are safe for operation.
- Drivers should adjust rear view mirrors prior to leaving the bulk plant. Keep mirrors clean throughout the day.
- Vehicles should be sufficiently warmed prior to travel so the defroster can keep the windshield free of frost, fog, snow and freezing rain.
- Check to ensure all lights on the vehicle are operational.
- It's always a good idea to drive with your lights on.
- Keep placards and labels clear of dirt and debris.
- Remain in attendance during liquid transfer operations. Even if the weather is terrible.
- Check the condition and inflation of all tires.
- Remember that the road surface on bridges and overpasses can freeze quickly; be extra cautious while traveling on these surfaces.
- Drivers should be reminded that the first 10 minutes of a rain storm is quite hazardous as road oil and related material can be extremely slick before it is washed away.
- Bobtails with off-truck remote controls should be checked prior to the first delivery to ensure these devices will shutdown the truck and ESP's in the event of an emergency.
- Drivers should check their trucks to ensure the following paperwork and equipment is immediately available:
 - Shipper Papers
 - Daily vehicle inspection report, including the previous day's report
 - Annual vehicle inspection report or label (cab and chassis)
 - State truck registration
 - Insurance verification
 - Comprehensive Emergency Operation Procedures

- Emergency response guidelines (might be on the Shipping Papers)
- DOT hazardous materials registration
- Emergency reflectors
- Chock blocks
- Fully-charged fire extinguisher with visual means to determine the state of charge
- Other company-required paperwork such as post-accident procedures
- Drivers should slow down when roads are slick and hazardous. Remember, the high center of gravity and weight of bobtails makes them more difficult to control especially when roads are slick.
- Never overfill a bobtail cargo tank or cylinder.
- Never drive through a roadway this is covered with water.
- Park a vehicle in a safe location if road conditions deteriorate to a point that it is unsafe to drive.
- Be cautious of entering into a customer's property when conditions are wet or obscured with snow cover. It's generally safer to pull a little more hose than try to get too close to a tank.
- Watch your footing while pulling hose or maneuvering cylinders. Wear boots/shoes that provide good traction and stability.
- Wear clothes that protects from the elements.
- Drivers should ensure that they are wearing propane-resistant gloves while transferring propane. Follow company policies relative to other personal protective equipment that might also be required.
- When hooking up to a customer's tank, clean the inner bore of the filler valve to reduce the likelihood of introducing snow, sleet or water to the inside of the tank.
- Always follow your company policies relative to out-of-gas and other important.
- Never smoke inside the cab of a propane truck or within 25 feet of a point of transfer.
- Ensure windshield wipers are operational and the rubber blades are in good condition.
- Ensure that you always have a good supply of windshield wiper solution.
- Keep a windshield scraper and brush inside the truck for easy access. Always clean truck windows of snow, frost and debris before entering the highway.
- Check your antifreeze concentration and radiation fluid level. Remember, low coolant levels can negatively affect your heater and defroster operation.
- Maintain a safe following distance between you and the vehicle ahead of you. Industry experts agree that you should maintain at least a 2 second interval between you and the vehicle ahead of you. This interval should be increased as the weather deteriorates.
- Always maintain the security of your vehicle and equipment. There are terrible people out there, who might target the propane industry, don't let down your guard!!

In closing, employees are reminded that they're decisions, in large measure, will determine if operations are performed safely. On a date-to-date basis, it's not their boss or supervisor's responsibility; it's the individual driver, dockworker, service technician and office worker to make the right decision! Have a safe and prosperous year!!

HAZARDOUS MATERIALS CLASSIFICATION



Decoding S-A-F-E-T-Y

If your job description doesn't include deciphering secret codes, then use this handy guide to help you understand these acronyms and other common safety jargon:

CFR is the Code of Federal Regulations, a collection of the general and permanent rules published in the Federal Register by the executive departments and agencies of the U.S. federal government.

Inert means a substance is not reactive (inactive with respect to chemical reactions).

HAZCOM refers to hazard communication.

HAZMAT stands for hazardous material.

HAZWOPER means hazardous waste operations and emergency response.

Dermal toxicity is the ability of a substance to poison people or animals by contact with the skin.

Exothermic refers to a process that gives off heat, which can be transferred to the surroundings; usually applied to chemical reactions.

PEL is permissible exposure limit, the maximum amount or concentration of a chemical that an employee can be exposed to under OSHA regulations.

MSDS refers to material safety data sheets. MSDS provide information about potentially hazardous chemicals.

For additional information on deciphering MSDS or other safety jargon, visit the Office of Environmental Health and Safety at Ohio State University Web site at www.ohio-state.edu or the Canadian Centre for Occupational Health and Safety Web site at www.ccohs.ca/oshanswers/chemicals/glossary/.

Sprains and strains tops list of most common workplace injury

Sprains and strains was the leading nature of injury and illness in every major industry sector in 2005. They accounted for 41 percent of all workplace injuries and illnesses requiring days away from work, according to the Bureau of Labor Statistics (BLS).

There was a decrease of 4 percent in sprains and strains from 2004, led by the manufacturing sector, which experienced an 8-percent decline. Sprains and strains declined by 7 percent in goods-producing industries and by 3 percent in service-providing industries.

Nonfatal injuries requiring days away from work, 2005

Nature of injury/illness	Percent
Sprains, strains	40.8
Bruises, contusions	8.7
Cuts, lacerations	8.2
Fractures	7.8
Heat burns	1.4
Carpal tunnel syndrome	1.3
Amputations	0.7
Chemical burns	0.5
Tendonitis	0.5
Multiple traumatic injuries	4.1
Other	26.0

JANUARY 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.

Gene Maddox
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Jackson, MS. 39215-1607
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