LAMPTON-LOVE, INC

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Date: **July 2, 2009**

To: **All Branch Managers**

From: **Gene Maddox**

Subject: **Branch Office Monthly Safety Meeting – July 2009**

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 July 2009. You may add topics, **but please document the following topics**:

1. News Briefs!!! (Safety as a Mindset and What's your Safety Culture) (2 page)
2. Summer Temperature Extremes (5 pages)
3. Important Information from Rob Love (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 "2009 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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NEWS BRIEFS!!!

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

SAFETY AS A MINDSET

No matter where you work or what you do, you can develop a safety mindset. ***Make safety part of your work routine by being:***

1. **Prepared.** Be ready for anything. Know where emergency equipment and routes are located, train for the work you do, always wear protective gear and take protective measures.

2. **Disciplined.** Follow the steps needed to get the job done safely; don't take shortcuts.

3. **Proactive.** Don't wait for an accident to happen. Check for hazards in your work area daily, report them promptly and follow up to make sure problems are corrected.

4. **Alert.** Don't become distracted from the task at hand.

5. **Responsible.** Go beyond following all company safety standards and rules – wear protective gear, read the manuals, use machine guards, perform proper lockout/tagout procedures, clean up spills and obstacles in walkways and don't take chances.

Do what you can to keep yourself and others out of danger. You can reduce the risk of injuries both at work and at home.

"Just because you always did it that way, doesn't make it right." Naval Safety Center

WHAT'S YOUR SAFETY CULTURE?

Safety culture is a phrase that gets a lot of attention these days. OSHA believes that developing a strong safety culture has the single greatest impact on accident reduction of any process and should be top priority for all managers and supervisors.

What is safety culture? Safety culture consist of share beliefs, practices, and attitudes that exist at an establishment. In a strong culture, everyone feels responsibility for safety and pursues it on a daily basis; employees go beyond "the call of duty" to identify unsafe conditions and behaviors, and intervene to correct them. A company with a strong safety culture typically experiences few at-risk behaviors, consequently they also experience low accident rates, low turn-over, low absenteeism, and high productivity.

Every organization has a safety culture, but not all organizations have what OSHA defines as a strong safety culture. Additional safety cultures are described below. Where does your facility fit? What do you consistently practice doing the most?

Every organization has a safety culture, but not all organizations have what OSHA defines as a strong safety culture. Additional safety cultures are described below. Where does your facility fit? What do you consistently practice doing the most?

1. **Mixed-Up Culture** – talks about one thing while doing others.

2. **Blind-Eye Culture** – ignores critical problems while tearing into those less essential.

3. **It's-Important-But-Too-Expensive Culture** – complains about the high costs of safety problems but doesn't see that taking the right actions, which does require expenditures, should return investment within a relatively short term.

4. **Boy Are We Good! Culture** – risks sustaining upper-limb damage from continuously patting themselves on the back. Then wonders why, while they've made excellent strides in the past, they're stuck on a plateau or that workers get the clear message managers don't want to hear any feedback that's less than wonderful.

5. **We're Going To Develop World-Class Culture culture** – but still do the same old thing; too often, more words than action.

Is your facility practicing what you really wish to become?

JULY 2009 SAFETY MEETING

SUMMER TEMPERATURE EXTREMES

Many workers spend some part of their working day in a hot environment. Workers in foundries, laundries, construction projects, and bakeries – to name a few industries – often face hot conditions which pose special hazards to safety and health. Heat stress results from a combination of internal (body) heat production from doing work and external heat exposure from the environment. Both aspects need to be controlled to reduce heat stress.

Environment Factors

Four environmental factors affect the amount of stress a worker faces in a hot work area:

- High temperatures (90°F or above can cause heat stress);
- High humidity (sweat doesn't evaporate rapidly);
- Intense radiant heat (such as from the sun or a furnace); and
- Low air velocity (lowers the rate at which sweat evaporates).

Physical Factors

Perhaps most important to the level of stress an individual faces are personal characteristics such as age, weight, fitness, medical conditions, and acclimatization to the heat.

The body reacts to high external temperature by circulating blood to the skin which increases skin temperature and allows the body to give off its excess heat through the skin. However, if the muscles are being used for physical labor, less blood is available to flow to the skin and release the heat.

Sweating is another means the body uses to maintain a stable internal body temperature in the face of heat. Sweating is effective only if the humidity level is low enough to permit evaporation and if the fluids and salts lost are adequately replaced.

Of course there are many steps a person might choose to take to reduce the risk of heat stress, such as moving to a cooler place, reducing the work pace or load, or removing or loosening some clothing. But, if the body cannot dispose of excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases. As the body continues to store heat, the individual begins to lose concentration and has difficulty focusing on a task, may become irritable or sick and often loses the desire to drink. The next step is most often fainting and death is possible if the heat stress is not relieved.

Heat Disorders

Heat Stroke, the most serious health problem for workers in hot environments, is caused by the failure of the body's internal mechanism to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. Signs include:

- Mental confusion, delirium, loss of consciousness, convulsions or coma;
- Rapid pulse;
- Body temperature of 106°F or higher; and
- Hot dry skin which may be read, mottled or bluish.

Shock may result and victims of heat stroke will die unless treated promptly. While awaiting medical help, move the person to a cool area and soak his or her clothing with cool water. Fan vigorously to increase cooling. Prompt first aid can prevent permanent injury to the brain and other vital organs.

Heat Exhaustion results from loss of fluid through sweating when a person fails to drink enough fluids or take in enough salt or both. The worker with heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. The skin is clammy and moist, the complexion pale or flushed, and the body temperature normal or slightly higher.

Treatment is usually simple: the victim should rest in a cool place and drink an electrolyte solution (a beverage that quickly restores potassium, calcium, and magnesium salts). Severe cases may involve vomiting or loss of consciousness and require longer treatment under medical supervision.

Heat Cramps are painful muscle spasms that are caused when workers drink large quantities of water but fail to replace their bodies' salt loss. Tired muscles – those used for performing the work such as the arms and legs – are usually the ones most susceptible to cramps.

Cramps may occur during and after working hours and can be relieved by drinking adequate amounts of liquids and salt at meals. Salt tablets are not recommended. If quick relief is necessary, a saline solution will be given intravenously.

Fainting (heat syncope) can be a problem for the worker unacclimatized to a hot environment who simply stands still in the heat. Dehydration causes blood volume to decrease. The blood pools in dilated blood vessels of the skin of the lower body, making less blood available to the brain.

Victims usually recover quickly after a brief period of lying down. Moving around, rather than standing still, will usually reduce the possibility of fainting.

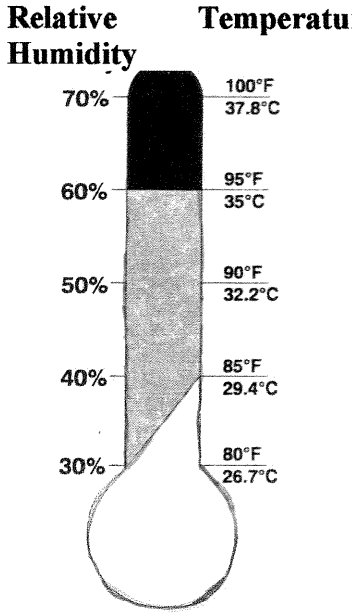
Heat Rash, also known as prickly heat, occurs in hot and humid environments where sweat is not easily removed from the surface of the skin by evaporation. When extensive or complicated by infection, heat rash can be so uncomfortable that it inhibits sleep and impedes a worker's

performance or even results in temporary total disability. It can be prevented by keeping the skin clean and dry. Showering after working in a hot environment is helpful to prevent heat rash.

Heat-Related Emergencies

When the body is unable to cool itself through sweating, serious heat illnesses may occur. The most severe heat-induced illnesses are heat exhaustion and heat stroke. If actions are not taken to treat heat exhaustion, the illness could progress to heat stroke and possible death.

The Heat Equation: High Temperature + High Humidity + Physical Work = Heat Illness



Black = Danger
Shaded = Caution
No Color = Less Hazardous

Heat Exhaustion

What happens to the body?
• Headache and nausea. • Dizziness and fainting or passing out. • Fatigue and weakness. • Moist, clammy skin – pale or flushed. • Decreased and dark colored urine. • Rapid pulse. • Normal or slightly elevated temperature.

What should be done?
• Move victim to a cool shaded area to rest. Don't leave individual alone. • If the victim appears dizzy or light headed, have the individual lie on his/her back and raise the legs about 6-8 inches. • If nauseated, have the victim lie on his/her side. • Loosen and remove any heavy clothing. • Provide a small cup of cool water every 15 minutes (if victim is not nauseated). • Cool by fanning, misting the skin with cool water, or applying a wet cloth. • If the victim does not feel better in a few minutes, call for emergency help.

Note: If heat exhaustion is not treated, the illness may advance to heat stroke.

Heat Stroke – A medical emergency

What happens to the body?
• Hot, dry skin (usually no sweating). • Skin red, mottled, or bluish. • Rapid pulse. • Confused, loss of consciousness, convulsions.
What should be done?
• Call for emergency help and start cooling the victim immediately. • Move the victim to a cool shaded area. • Lay the victim on his/her back. If the individual is having convulsions, remove any objects close by to prevent striking against them. • If nauseated, have the victim lie on his/her side. • Remove any heavy and outer clothing. • Provide a small cup of cool water every 15 minutes (if victim is alert and not nauseated). • Cool by fanning, misting the skin with cool water, or applying a wet cloth or sheet. • If ice is available, place ice packs under the victim's arm pits and groin area.

How to protect your employees

Provide employees with information regarding heat-induced illnesses. Train them to recognize the signs and symptoms of these illnesses; possible adverse health effects of exposure to heat; appropriated medical treatment to help themselves and fellow employees; and who to contact if a heat-related emergency occurs.

Safety tips include drinking plenty of cool water (one small cup every 15-20 minutes); wearing light, loose-fitting, breathable (like cotton) clothing; and avoiding eating larger meals before

working in hot environments. They should avoid caffeine and alcoholic beverages because these beverages make the body lose water and increase the risk for heat illnesses.

Allow employees to:

- Slowly build up tolerance to the heat and the work activity (usually takes about two weeks).
- Perform the heaviest work in the coolest part of the day.
- Take frequent short breaks in cool shaded areas. This allows their body's to cool down.
- Drink plenty of cool fluids.

Risks for heat-induced illnesses increase when:

- Taking certain medications, Have employees check with their doctor, nurse, or pharmacy to find out if any medicines they are taking are affected by hot environments.
- Individuals have had a heat-induced illness in the past.
- Wearing personal protective equipment (like respirators or protective suits).

IMPORTANT INFORMATION from ROB LOVE

Ladies and Gentlemen,

The news from year end as it relates to the entire company, meaning Ergon included is a very bleak picture. Although Lampton Love was profitable this year, Ergon for the first time in almost 60 years was not. There are many factors involved but the biggest one is the decline in the crude market in the last quarter of last year, and the declining economy. The Climate Change bill that just passed through Congress would be another horrific blow to the oil industry and rightfully has Ergon quite worried.

With all of that said Ergon has made the decision for the June 30, 2009 year end to cut the profit sharing contribution from 6% to 3%, and also suspend the company match to the 401K for this year. I do not expect this to be a long term trend but it is the facts as they are for now. They are still going to honor the college grant program to kids in school that receive grants. Please pass this info along to all employees' so that they will not be surprised when they get their statements.

Lampton Love's future is still very bright and our economic position is still very strong, but as a part of the overall Ergon team we will have to live within their programs.

Sorry to bring a bit of bad news, but keep the faith, please feel free to call if you have any questions,

Rob

PS; I have attached the letter that Ergon is using so that you will see how they put it to their managers.

ERGON LETTER

We think it's safe to say that very few of us have seen times like these.

Companies that were the bedrock of our free enterprise system have disappeared. The government is getting involved in our economic lives at unprecedented levels. Manufacturing jobs are in jeopardy.

We want you to know, however, that Ergon is sound. While we want to put this year behind us, we know we'll be able to maintain our position in the market as the year progresses.

But we're going to require your support.

Pay raises cannot be viewed as automatic. Nor can pay raises be seen as expected just because it's "raise time." Across the board raises are not part of the plans at this time.

We're taking the painful step of reducing the profit sharing contribution to 3%, and we're suspending the match for the 401(k). The money just isn't there this year to do things the way we've done them in the past, but we're committed to keeping a retirement plan for our employees.

The cost of medical coverage is increasing, but we're not increasing the cost that you pay for this coverage and we're not cutting the benefits of this program at this time. And we're keeping the educational scholarship program because we know the future is bright and therefore a good investment.

While the economy is in the doldrums, this may be the opportune time for Ergon to investigate new business ventures, which will create new opportunities for our employees - you've already seen that with the expansion in the Asphalt Division - and it will also require us to look harder at some of the business enterprises we already have.

We know we have a dedicated workforce and we're dedicated to preserving that workforce.

You can help us by communicating the contents of this e-mail to your employees.

For The Ergon Executive Committee-
Leslie B. Lampton Sr.
Leslie B. Lampton III
Lee C. Lampton
Bill Lampton
Robert H. Lampton
H. Don Davis
A. Patrick Busby

JULY 2009
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name:_____

City:_____ **State:**_____

Date:_____ **Time Started:**_____ **Time Finished:**_____

Instructed By:_____ **Number Attending:** _____

Subject Covered and Comments:

_____

_____

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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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