



LAMPTON-LOVE, INC.

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Date: July 2, 2010
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – July 2010

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 2010. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Determining Work Relatedness, Heat Stress & Driving for a Living) (3 pages)
2. Safety Meeting: (Power Lines and Truck-Mounted Crane Safety) (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 "2010 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

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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)

DETERMINING WORK RELATEDNESS

In a recent letter of interpretation (February 16, 2010) regarding OSHA recordkeeping (29 CFR 1904), the following scenario and question were submitted:

- An employee is paid to work from 7:00 am to 12:00 pm and 12:30 pm to 5:30 pm. At 12:20 pm (while off the clock), the employee exits a restroom and falls awkwardly, causing a deep laceration which requires stitches to close. Does this case fall within the exception in Section 1904.5(b)(2)(v) for injuries and illnesses that are solely the result of employees doing personal tasks (unrelated to their employment) at the establishment outside their assigned work hours?

OSHA responded with the following:

- “In your scenario, the exception in Section 1904.5(b)(2)(v) would not apply because the injury occurred during the employee’s normal work schedule (lunch break). The exception in Section 1904.5(b)(2)(v) only applies if an injury or illness occurs when the employee is conducting personal tasks while present in the work environment at a time either (1) before the start of the normal work schedule, or (2) after the normal work schedule has ended. In other words, the exception does not apply to injuries and illnesses that occur during breaks (either formal or informal) in the employee’s normal work schedule. Therefore, the case you described in your letter is work-related and must be recorded because it meets the general recording criteria in Section 1904.7 (the injury requires sutures).”

Based on this interpretation, if you have an employee who is injured at the work place during normal work schedule (regardless of formal or informal breaks) and medical treatment is required, the injury or illness must be recorded on the OSHA 300 log. The referenced letter of interpretation can be found on the OSHA website.

HEAT STRESS

Exposure to extreme heat can cause occupational injuries and illnesses. Heat Stress can result in heat stroke, heat exhaustion, heat cramps or heat rashes. Heat can also increase the risk of injuries in workers as it can cause sweaty palms, fogged-up safety glasses and dizziness.

You are at greater risk for heat stress and other heat related illnesses if you are age 65 or older, overweight, have heart disease, high blood pressure, or are on certain medications.

Take the following steps to prevent heat stress when you cannot avoid being in the heat:

- Wear light-colored breathable clothing, such as cotton.
 - Avoid non-breathing synthetic clothing
- Gradually build up to heavy work
- Schedule heavy work during the coolest part of the day
- Take more breaks in cool shaded areas when possible
- Drink WATER frequently. Drink enough water so that you never become thirsty. Drink water during the day as well as at night to stay hydrated.
- Avoid drinks with caffeine, sugar and alcohol
- Be aware of that PPE, such as respirator, and protective clothing, such as a chemical suit, may increase the risk of heat stress.
- Monitor your physical condition and that of your co-workers.

Symptoms of Heat Stroke:

- Hot, dry skin, no sweating
- Hallucinations
- Chills
- Throbbing headache
- High body temperature
- Confusion/dizziness
- Slurred speech

Call 911 and follow first aid guidelines if you experience the symptoms of Heat Stroke.

DRIVING FOR A LIVING

Driving a truck or tractor trailer on today's busy roads can be risky business. According to the U.S. Department of Transportation (US DOT), approximately 500,000 truck accidents occur annually and about 5,000 of these accidents results in fatalities. The most common causes of truck accidents include driver fatigue, speed and mechanical failure. If you drive a truck, ***keep these precautions in mind:***

Inspect your truck before driving it. Check tire pressure and condition, fluid levels, lights and turn signals. Keep a regular maintenance schedule according to the manufacturer's guidelines.

Watch your speed. Driving too fast can make you vulnerable to rollover accidents, especially if you round a curve too fast or you have to jam on the brakes. Trucks have high centers of gravity and speed can be your worst enemy.

Know your "no zone." According to the US DOT, "no zones" are the danger areas or blind spots around trucks where crashes are more likely to occur. One-third of all crashes between large trucks and cars take place in these zones. Pay attention to other vehicles, and always signal before making any lane changes or road maneuvers.

Stay awake. Get eight hours of sleep before you drive, and take a break if you feel tired.

Secure heavy loads or objects to help prevent injuries to yourself or others on the road. Keep the loads evenly distributed.

Wear your seat belt. According to a study by the American Automobile Manufacturers Association, seat belt use can prevent 91 percent of critical and fatal injuries to drivers.

JULY 2010 SAFETY MEETING

POWER LINES and TRUCK-MOUNTED CRANE SAFETY

In this meeting, we want to discuss a very important subject, *truck-mounted crane safety as related to overhead power lines*. Cranes are used to lift heavy objects such as, but not limited to, customer tanks and related equipment onto the bed of a truck for transportation or to reposition tanks in the yard.

Recently in the northwest, a prominent gas marketer lost two valued employees when they were killed after the boom of their truck-mounted crane came in contact with a high voltage power line that stretched above the tank yard where they were working. They were repositioning customer tanks when contact was made with the power line. While many of the facts are yet to be released, it's undisputed that contact with the power line lead to their deaths.

Electrical Safety Considerations Involving the Use of Truck-Mounted Cranes

Listed below are some suggestions involving the use of truck-mounted cranes:

1. Participate in all crane safety programs offered
2. Know the location and voltage of all overhead power lines at the job site
3. Carefully evaluate the job site before beginning work to identify all hazards
4. Before work begins, pre-plan for safe clearances between the energized lines and boomed equipment
5. Mark safe routes where crane trucks can travel beneath power lines
6. Assume all power lines are energized and maintain sufficient clearances
7. Operate cranes/booms only if trained in safe operating procedures and applicable regulations
8. Operate cranes/booms at a slower-than-normal rate in power line areas
9. Use caution when moving over uneven ground that could cause the crane to weave or bob into power lines
10. Where it is difficult for the crane operator to see the power lines or see the clearance during crane movement, a signal person should be assigned to watch and give immediate warning when the crane comes close to the limits of safe clearance
11. No one should touch the truck/crane or its load until the signal person indicates it is safe to do so
12. All workers should stay well away from the crane when it's close to power lines

We want to impress upon the employees that the greatest of care should be taken while working around live electrical wires, not only while working with truck cranes but also in their other business activities. Employees are also reminded that they should exercise extreme caution while working around their home and while performing other leisure activities in and around electrical hazards.

JULY 2010
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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