



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: July 3, 2012
To: All Branch Managers
From: Gene Maddox *GM*
Subject: Branch Office Monthly Safety Meeting – July 2012

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 July 2012. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Fire Extinguishers)
2. Safety Meeting: (Bloodborne Pathogens)

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)

Fire Extinguishers

Fire safety should be a major concern of all propane employees. It is important that employees be properly trained in the use of extinguishers before an incident occurs. The information below covers the proper selection and use of a portable fire extinguisher.

Selection of the proper extinguisher depends on numerous factors:

- ◆ Classification of the burning fuel
- ◆ Rating of the extinguisher
- ◆ Hazards to be protected
- ◆ Security of the fire
- ◆ Any life hazard or operational concerns

While the operating procedures of each type of extinguisher are similar, you should become familiar with the instructions found on the extinguisher at your facility or on your vehicle. Before using the extinguisher, do a quick check to assure that it is charged and operable. Such a check may protect you from injury caused by a defective extinguisher. Your quick inspection should include:

- ◆ External condition – no apparent damage.
- ◆ Hose/nozzle in place
- ◆ Pressure gauge in operable range

When it becomes necessary to use an extinguisher, do not panic and follow these guidelines:

- ◆ Have someone call the fire department – Do not delay the call!
- ◆ Pull the safety pin at the top of the extinguisher breaking the plastic or thin wire seal in the process.
- ◆ Approach flames from the windward side (wind at your back).
- ◆ Point the nozzle or horn in a safe direction and discharge a short burst to ensure proper operation. If the hose is clipped to the extinguisher body, release it before discharging the agent.
- ◆ Carry the extinguisher to within stream reach of the fire. Smaller extinguishers require a closer approach to the fire than larger units. Be aware that radiant heat may prohibit you from getting close enough for the agent to reach the fire. Adverse winds can also limit the reach of the agent. As a rule of thumb, 20lb. dry chemical extinguishers can have a reach of up to 20 ft.
- ◆ Aim the nozzle or horn toward the material that is burning.
- ◆ Squeeze the carrying handle and the discharge handle together to start the flow of agent. Release the handle to stop the flow.

- ◆ Sweep the nozzle back and forth at the base of the flames to ensure full coverage by the extinguishing agent until the fire is extinguished. Start at the rear edge of the fire and move forward while sweeping the nozzle from side to side. Do not plunge dry chemical into liquid fires.
- ◆ Watch for smoldering hot spots or possible reigniting of flammable liquids. Make sure that the fire is out and be prepared to reapply agent if reigniting occurs.
- ◆ Back away from the fire area.

Some other procedures to remember are:

- ◆ If extinguishment is not achieved after an entire extinguisher has been discharged onto the fire, withdraw and reassess the situation.
- ◆ If more than one extinguisher is being used simultaneously, employees must work in unison and maintain a constant awareness of each other's actions and positions.
- ◆ After extinguishers are empty, lay them on their sides. This procedure will signal incoming firefighters that they are empty and reduce the chance of someone taking one and approaching a fire with an empty extinguisher.
- ◆ Rule of thumb: a 20lb. dry chemical extinguisher will have about 25 seconds of discharge time.
- ◆ ABC rated fire extinguishers are acceptable to replace a BD rated unit.

Closing

Know your limitations and the limitations of your equipment. **Never extinguish a propane fire unless the flow of product can be shut off.** Some fires may overpower your extinguisher. These are losers. There is an old saying: "Risk little to save little, risk a lot to save a lot."

JULY 2012 SAFETY MEETING

BLOODBORNE PATHOGENS

For our July safety meeting we want to conduct our Bloodborne Pathogens Annual Training using your manual from your Safety Library.

A pathogen is a microorganism or virus that can carry a disease. Bloodborne pathogens are those that are present in the blood, and are transmitted to another person by contact with the blood or certain other body fluids. There are many diseases that can be conveyed from one person to another through contact with blood or other body fluids.

What does this have to do with you? Think about it for just a moment. The worker next to you suddenly yells for help and you see that he or she has been cut badly. Your immediate reaction is to help them – but before you leap to the rescue you need to protect yourself from contact with any of the victim's blood or other body fluids.

JULY 2012
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/Lynn Eldridge
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420

BLOODBORNE PATHOGENS

Date: _____ Manager: _____

Manager:

EMPLOYEE SIGNATURE
