



LAMPTON-LOVE, INC.

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Date: June 2, 2009
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – June 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 June 2009. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Downed Wire Dangers and Foreseeability of Harm) (2 page)
2. Fire Extinguishers (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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PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

DOWNED WIRE DANGERS

You may know that downed power lines or wires are dangerous, but did you know that downed wires can energize other objects, including nearby fences, water pipes, bushes, trees or building? Of course, the electric current will be strongest at the point where a downed line has touched the object, such as a metal fence, but even a connecting fence several backyards away could be unsafe.

If you spot a downed power line:

- **Don’t** touch the wires or go near them. Even if a downed conductor is touching the ground or not sparking, it could be energized and dangerous.
- **Keep** everyone at least 300 feet away from the downed wire, and remind people not to touch anything in the area.
- **Call** your local power company to report the downed line.
- **Never** drive over downed power lines. Even if they aren’t energized, downed lines can become entangled in your vehicle. Caution: If a power line makes contact with your vehicle don’t get out (unless it’s on fire). Call for help and don’t touch equipment.

Note: If you must leave your vehicle because of a fire or life-threatening situations, OSHA instructs you to jump out with both feet together, making sure that you don’t touch the vehicle and the ground at the same time. “Land with both feet together and shuffle away in small steps to minimize the path of electric current and avoid electrical shock,” states an OSHA Fact Sheet.

FORESEEABILITY OF HARM

The following article was written by David Traver Adolphus. The incident he talks about in this article, just enhances the fact that we do not wave or direct another vehicle as we drive.

When I was learning to drive, one of the lessons my parents taught me was, “Don’t yield your right-of-way.” They didn’t mean I should be a jerk on the road — the lesson was that predictable driving is safe driving. So I don’t tend to wave people ahead, and I don’t turn left in front of another car, even if they’re waving and honking at me to go, wondering if I’ve had a stroke, or are just sick, or what. That lesson was reinforced years ago when my wife was a passenger in a car that did just that, only to be broadsided by another car passing the facing car on the right. So not only did my folks save me a broken foot (and totaled Escort, in that case), it turns out they may have saved me over \$1.5 million.

That's what David Carhuamacca of Queens, New York, is on the hook for. In June of 2006, he waved 78-year-old Thurman Baker's Cadillac convertible out of the parking lot of a donut shop and onto Route 33 in Neptune, New Jersey - and into the path of motorcyclist Michael Lewis. Michael was badly injured, suffering a concussion, facial injuries and a severe arm injury.

We were unable to locate the specific statute, but the New Jersey Code of Criminal Justice states in 2C:33-14 (Interference with transportation), §7(e): "Interference with transportation is a crime of the second degree if the person purposely, knowingly or recklessly causes serious bodily injury to another person."

According to Lewis's attorney, Michael Hobbie in the *Asbury Park Press*, "The critical thing is, there is a charge in the law that once you assume the responsibility to wave on traffic, you have to do it in a reasonably safe manner." Some of the Libertarian types around the Hemmings offices — and lots of people in New Jersey — see this as nanny-stateism, but it's a matter of personal responsibility: Carhuamacca took it on himself to make an exception to the existing traffic law, and in a legal sense, absolved Mr. Baker from responsibility. He was in a real way directing traffic, which was also addressed in his CDL training, where the word is, "Never do it."

Expect to see the Monmouth Superior Court decision (it was a jury trial) appealed — if it makes it to the New Jersey Supreme Court, it will provide precedent for trials in other states.

JUNE 2009 SAFETY MEETING

FIRE EXTINGUISHERS

The portable fire extinguisher, one of the most common fire protection appliances in use today, is found in fixed facilities and on propane vehicles. A portable fire extinguisher is excellent to use on incipient (beginning) fires. In many cases, a portable extinguisher with a trained operator can extinguish a small fire before the fire department arrives. In this meeting we will cover the requirements, rating system and inspection of a portable fire extinguisher.

Occupational Safety Health Act (OSHA) requirements states that employees must have fire extinguisher training yearly. Department of Transportation (DOT), NFPA 58, state and local authorities require propane vehicles carry at least one portable fire extinguisher with a minimum capacity of eighteen pounds of fire chemical with a B:C rating. NFPA 10 and state and local codes require that fire extinguishers be inspected annually for serviceability and recharged and/or repaired as necessary. NFPA 10 also requires monthly visual inspections of all fire extinguishers.

Portable fire extinguishers are classified according to the types of fire (A, B, C & D) for which they are intended. Class A and B extinguishers are also rated according to performance capability, which is represented by a number. The classification and numerical rating system are based on test by Underwriters Laboratories, Inc. (UL). These tests are designed to determine the extinguishing capability for each size and type.

Class A (ordinary combustibles) extinguishers are rated 1-A through 30-A. The Class A rating of water extinguishers is based on the amount of extinguishing agent and the duration and range of the discharge used in extinguishing test fires. For 1-A rating, 1.25 gallons of water are required. A 2-A rating requires 2.50 gallons of water, or twice the 1-A capacity.

Class B (flammable liquids) extinguishers are classified with numerical rating ranging from 1-B to 640-B. The rating is based on the approximate square foot area of a flammable liquid fire that a non-expert operator can extinguish. The non-expert operator is expected to extinguish one square foot for each numerical rating of the extinguisher.

Class C (electrical equipment) extinguishers have no fire extinguishing capability tests. The Class C rating confirms the extinguishing agent will not conduct electricity and has been tested for non-conductivity. The Class C rating is assigned in addition to the rating for Class A and/or Class B fires.

Class D (combustible metals) extinguishers vary with the type of combustible metal being tested. When an extinguishing agent is determined to be safe and effective for use on a combustible metal, the details of instruction are included on the face-plate, but no numerical rating given. Class D agents cannot be given a multipurpose rating.

Extinguishers suitable for more than one class (most are) of fire are identified by a combination of the letters A, B and/or C. The most common combinations are Class ABC, Class BC and Class AB. Any extinguisher not properly marked is not a listed unit and should not be used. The ratings for each separate class of extinguisher are independent and do not effect each other. For example, a twenty pound BC extinguisher will extinguish twenty times as much Class B fire as a 1-B extinguisher and will extinguish a flammable liquid of a twenty square foot area. It is also safe to use on fires involving energized electrical equipment.

Fire extinguishers must be inspected as required to ensure that they are accessible and operable. Verify that extinguishers are in their designated locations, that they have not been activated or tampered with and that there is no obvious physical damage or condition present that prevents their operation. The following should be part of every fire extinguisher inspection:

- Check to ensure the extinguisher is in the proper location and that it is accessible;
- Inspect the discharge horn or nozzle for obstruction; check for cracks and dirt or grease accumulations;
- Inspect the extinguisher shell for any physical damage;
- The operating instructions should be legible;
- Check the lock pins and tamper seals to ensure that the extinguisher has not been tampered with;
- Determine if the extinguisher is full of agent and fully pressurized by checking the pressure gauge;
- Check the inspection tag for the date of the previous inspection, maintenance or re-charging;
- During inspections, an old practice of removing the dry chemical extinguisher from its mounting brackets and inverting it to keep the agent from caking may be used; the extinguisher should then be properly returned to its mounting brackets;

If any of the above items are deficient, the extinguisher should be removed from service and repaired in accordance with company policy.

Make sure employees know the locations of all company extinguishers. Each employee should understand the importance of knowing all recommended practices for selecting and maintaining your fire safety equipment. Knowing this before the emergency may reduce property damage or, more importantly, save someone from injury or death.

JUNE 2009
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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