LAMPTON-LOVE, INC

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Date: **June 3, 2011**

To: **All Branch Managers**

From: **Gene Maddox**

Subject: **Branch Office Monthly Safety Meeting – June 2011**

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 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 June 2011. You may add topics, **but please document the following topics**:

1. News Briefs!!! (Flexible Transfer Hoses)
2. Safety Meeting: (Lockout/Tagout Annual Training)

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 "2011 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

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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)

FLEXIBLE TRANSFER HOSES

With summer on us, it's a good idea to start thinking about the condition of your flexible transfer hoses. Flexible transfer hoses fall into two (2) major categories: hoses installed on cargo tank vehicles and hoses installed on permanent bulk storage systems. It can be argued that of all the various propane system components, flexible transfer hoses operate in the toughest of environments, including: varying pressures, sunlight, poor weather, abrasive forces, cuts, tears and sometimes abuse. Remember that transfer hoses are subjected to the most stress during transfer operations. Added pressure, temperature and vibration all act upon the hose at the same time. If a failure occurs, more likely than not, you will be seriously injured because of your close proximity. Transfer hoses are the propane industry's equivalent of Rodney Dangerfield – "they don't get any respect".

Although not common, transfer hoses can fail. Hoses can fail in a number of ways. They can leak small amounts of propane or they fail catastrophically releasing large volumes of propane liquid to the atmosphere or on your person. Propane liquid immediately flashes to vapor and oftentimes finds a source of ignition. You know the rest of that story! The good thing about this issue is that hoses typically don't fail without warning. There are usually one or more warning signs that the hose is in serious trouble well before a failure. However, it's up to drivers and other industry workers to ensure these hoses are inspected and not forgotten. As always, if you have a question about a hose's integrity, don't hesitate to speak with your supervisor. Get a second or even a third opinion!

Hoses Installed on Cargo Tank Vehicles

Flexible transfer hoses on cargo tank vehicles should be visually examined before each use. Additionally, it is recommended to carefully examine their condition at least once a month. DOT regulations have specific requirements for transfer hose inspection installed on cargo tank motor vehicles. These requirements will be covered at the end of this meeting.

Listed below is a review of some of the more important hose inspection procedures, consult your company's policies and procedures as they relate to hose inspections along with the equipment manufacturer's recommendations:

1. Periodically, and according to your company's direction, many experts suggest that the driver depressurize the hose and lay it out as straight as possible. Look for cuts, abrasion, soft spots, bulges and similar defects. Check with your company for specific hose inspection procedures.
2. Replace hose if the hose cover is damaged and exposes the underlying reinforcement braid.

3. Check for areas of abrasion that have worn into and through the rubber cover and into the stainless steel reinforcement braid. Look especially at the underside of the hose that contacts the ground. This area degrades as a result of pumping vibrations and dragging the hose on ground surfaces. Hoses that show damage in this area should be replace.
4. Check the area back from each end fitting for at least 18 inches. Check for soft spots, bulges, and leaks. This area of the hose receives a great deal of stress from bending, twisting and pulling. Additionally, sometimes hose-end fittings will start to slip. Excessive slippage could result in the fitting separating from the end of the hose leading to an uncontrolled release of product. Check for evidence of slippage, damage or worn end fittings, especially at the threaded areas.
5. Look for signs of abuse such as stretching, kinking, flattening by a vehicle or weather cracks. Any such abuse is cause for hose replacement.
6. Look for loose or missing bolts or fasteners that secure hoses and make sure the appropriate gaskets/o'rings are in place at all times.
7. Re-pressure the hose and recheck.

DOT Requirements for Checking Hoses

1. Each delivery hose must be permanently marked with an identification number and maximum working pressure. Drivers should periodically check to ensure this marking is in place and legible.
2. After each delivery, the driver must visually check that portion of the delivery hose assembly deployed during the delivery.
3. At least once a month the driver has to check the integrity of the delivery hose (see the steps above). Inspection results must be documented along with other required cargo tank checks.

NOTE: Field repairs of transfer hoses are not acceptable. Damaged hoses should be removed and replace with certified hoses made by a reputable manufacturer. New hoses must be accompanied by the appropriate test and certification documentation.

Hoses Installed on Bulk Storage Systems

Like cargo tank vehicles, flexible transfer hoses installed on bulk storage systems should be visually examined before each use. Listed below are some of the items to check for PRIOR to connecting the hose for liquid transfer:

1. Check for cracking of the outer hose cover.
2. Check for bulges, cuts and tears on the outer hose surface that penetrate into the reinforcement braiding underneath the outer cover.
3. Check for leaks.
4. Check for the presence of sealing gaskets/o-rings necessary for a leak-tight seal.
5. Check for signs the hose-end fittings are loose or slipping.

6. Check the condition of the fittings for cracks or excessive wear on the threaded, sealing or connective elements.
7. Check for signs the hose has been deformed by a vehicle running over it.
8. Check for signs of debris or foreign material inside the hose-end fitting.
9. If a problem is discovered, replace or red tag any defective hose before the next transfer. Don't get into the habit of saying "this hose will work for another fill", it might not!!!!

Catastrophic hose failures are serious and extremely dangerous, but they can be prevented. Take advantage of the opportunities you have to inspect flexible transfer hoses, you could be sorry for an extremely long time; you, your customer and your family will be glad you did!

JUNE 2011 SAFETY MEETING
Lockout/Tagout Annual Training

For our June safety meeting we will conduct our annual Lockout/Tagout Training for our employees. Use your lockout/tagout training manual from your Safety Library to conduct the training. This annual training is an OSHA requirement.

JUNE 2011
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.
Gene Maddox/Lynn Eldridge
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420