



LAMPTON-LOVE, INC.

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Date: June 5, 2013
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – June 2013

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 June 2013. You June add topics, **but please document the following topics:**

1. News Briefs!!! (Lifting Safely – Awkward Loads)
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 the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material June 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)

Lifting Safely – Awkward Loads

Each day in some form or fashion you do lifting in this facility and at home. Lifting safely is one of the most important things you can do to protect your back throughout your lifetime. Sometimes it's pretty straightforward how to handle them. However, many people get injured trying to handle the awkward shaped, awkward sized or awkwardly weighted objects. Here are some pointers for dealing with those:

Use Two-person Lifts for Large or Awkward Loads

For a safe, correct, two-person lift:

- ◆ Work with a person about your height.
- ◆ Decide in advance which person will direct the move.
- ◆ Keeping knees bent and back straight, lift and raise the load together.
- ◆ Move smoothly together as you carry, keeping the load at the same level.
- ◆ Unload at the same time, keeping knees bent.

Grip Properly to Lift objects with Awkward Shapes

- ◆ Squat next to the object, with your feet spread shoulder width apart.
- ◆ Grip the object at the top outside corner and the bottom inside corner.
- ◆ Lift properly and slowly, with knees bent and back straight.

Get in Position to Lift from a Hard-to-Get-At location

- ◆ Stand as close as possible to the object.
- ◆ Bend forward slightly at the hips, and push your buttocks out behind you.
- ◆ Bend your knees, keeping your back straight and stomach muscles tight.
- ◆ Grip the object firmly.
- ◆ Lift so your leg, stomach, and buttock muscles do the work – not your back.

JUNE 2013 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. Attached is a blank copy of the 2013 signature sheet. After you have completed the training, have each employee sign the signature sheet and file it in the back of the training manual.

Send Lynn and/or Gene the signed safety meeting minutes.

JUNE 2013
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

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
LOCKOUT/TAGOUT**

Lockout/Tagout	
Company Name: _____	
Date: _____ 2013 Manager: _____	

I HEREBY CERTIFY THAT I HAVE REVIEWED THE LOCKOUT/TAGOUT TRAINING PROGRAM;

EMPLOYEE NAME and JOB TITLE (please print)	EMPLOYEE SIGNATURE
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____
15 _____	_____