



LAMPTON-LOVE, INC.

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Date: June 1, 2007
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – June 2007

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 it 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 suggested for your Monthly Safety Meeting, for the month of June 2007. You may add topics, but please document the following topics as well:

1. Brief News Briefs!!! (1 pages)
2. Lockout/Tagout (2 pages)
3. Flexible Transfer Hoses (2 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 "2007 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

BRIEF NEWS BRIEFS!!!

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

Discarding of Unusable Gas Regulators: When we take a gas regulator out of service, let's always remember to take a hammer and knock a hole in the bottom of the regulator so that it can not be used again. As you well know some people tend to go through trash cans and through the trash at the dump, if they find these discarded regulators and the regulator does not look damaged they are subject to use it at home, sale it at a garage sale or if his neighbor need a regulator he will give it to him. In other words the damaged regulator could be put back into service. Knock a hole in them and put them out of service for good.

Copper a Very Valuable Material: We've heard it all over the news, copper being cut from A/C units by thieves, ridged and roll copper being stolen from warehouses, and yes copper being stole from two of our branch locations. One location **HAD** a 55 gallon barrel of used copper stole from inside the tank yard behind the office; another location had several boxes of new copper stole from the back of the service truck. As you all know scrap copper and brass brings a good price at the Scrap Yard. A good idea would be to store any thing of any value like copper, power tools, pipe fittings or anything that can be walked off with, inside the store's warehouse or a building that can be locked. If thieves can't see it chances are they will not try to steal it. Also just keep enough copper on the service truck to cover the jobs you have scheduled each day.

The Use of Roundup or Any Other Herbicide: Summer is here and the grass is growing. It's almost a full time job to keep it cut and poisoned. Just a reminder that any herbicide you use you should have an MSDS for it. Plus the person that is spraying or other employees that are working in close proximity of the chemical being sprayed should wear the required personal protective equipment to avoid eye or skin contact.

Cell Phones – No. 1 Distraction While Driving and Performing Safety Sensitive Functions: Cell phones play an integral role in today's society. However, the convenience they offer must be judged against the hazards they pose. Inattentive driving accounted for 6.4 percent of crash fatalities in 2003 according to the U.S. Department of Transportation. How many times have you seen or heard of an accident and heard some one said they were on a cell phone? If you are on a cell phone while driving, and you are involved in an accident (your fault or not) it would be hard to defend that you were driving responsibly. Cell phones also distract us from our every day duties such as the safety sensitive functions that we perform each day. We must also consider that when we receive or make a lot of personal calls we are not being productive employees. Let's not abuse this privilege of having cell phones with us during work hours.

Safety Corner – Exit Doors: Exit doors should be unobstructed, clearly marked and unlocked. Make sure that paths to exits are clear of obstacles. Mark any door that could be mistaken for an exit along the exit path with an appropriate sign. For example, mark it “Storage Closet” or simply “Not an Exit.”

Lockout/Tagout FAQs: We hear so much about the importance of lockout/tagout procedures, it can be confusing. *Here are answers to some common questions:*

Question: Do the terms “lockout” and “tagout” mean the same thing?

Answer: No, but they are often used together. **Lockout** means using a lock or lockout tool on an energy isolation source. This ensures that the energy-isolating device and equipment being controlled are inoperable until the lockout tool is removed with a key or other unlocking mechanism. **Tagout** refers to the placement of a prominent tag or other warning on an energy isolation device to warn others against re-energizing the equipment while it's being maintained or repaired.

Important: Lockout devices should always be used unless you can demonstrate that using a tagout system will provide full protection. The tagout device has to be non-reusable, attached by hand, self-locking and weatherproof. A tagout alone should be used only when it is impossible to lockout or in industries where the use of tags is well-established and well-recognized.

Question: What are the OSHA standards concerning lockout/tagout and where do I find them?

Answer: The OSHA Lockout/Tagout Standard is 29 CFR 1910.147. OSHA can also use 29 CFR 1910.212, General Requirements for All Machines and 29 CFR 1910.219, Mechanical Power Transmission Apparatus, to cite a business for lack of compliance. These two other areas allow OSHA to issue a double citation for noncompliance. Visit the OSHA website at www.osha.gov for more information.

Question: Are there other requirements involving lockout/tagout procedures?

Answer: Each state or province varies. Many employers are subject to safety rules that go beyond or are more stringent than OSHA requirements. Please check with your supervisor or your risk manager for further instructions, and make sure you have the training that you need to operate electrical equipment.

Lockout/Tagout Fatalities or Some People Never Learn: A pallet company with plants in Ohio and Mississippi has been inspected 11 times by OSHA since 1986. In 2002, an inspection at the Mississippi facility followed a fatality due to failure to comply with lockout/tagout procedures.

In 2006, at the Ohio plant, an employee was crushed while servicing a hydraulic press. The machine was disabled but not protected against accidental energizing by locking out potentially hazardous energy sources. OSHA issued four willful citations with penalties of \$126,000 for failure to:

1. control potentially hazardous energy during maintenance,
2. adequately train employees on energy control procedures, and
3. establish energy control procedures.

In addition, there were 15 citations with penalties of \$31,200 for:

1. deficiencies in fall protection,
2. deficiencies in confined space programs,
3. inadequate machine guarding,
4. inadequate identification of lockout devices, and
5. incorrect electrical wiring.

FLEXIBLE TRANSFER HOSES

With summer just around the corner, 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:

1. hoses installed on cargo tank vehicles, and
2. 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 sometime 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'. The purpose of this meeting is to discuss the various safety and operational concerns of flexible transfer hoses.

Hose Failures: Although not common, transfer hoses can fail. Hoses can fail in a number of ways. They can leak small amounts of propane or they can fail catastrophically releasing large volumes of propane liquid or vapor to the atmosphere. 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.

General Recommendations for Hoses Installed on Cargo Tank Vehicles: Flexible transfer hoses on cargo tank vehicles should be visually examined before each use and each time they are reeled up after a delivery. Additionally, the DOT requires that truck hoses be carefully examined each month with a record of that inspection documented. Hoses at bulk storage installations should also be periodically inspected. 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 hose manufacturer's recommendations:

1. Monthly, **depressurize** the hose and lay it out as straight as possible. Look for cuts, abrasion, soft spots, bulges and similar defects.
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 replaced.

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 gasket/o-rings are in place at all times.
7. Re-pressure the hose and recheck following Steps 1-5 above.

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/system checks.

General Recommendations for 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 weather cracking on 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 cracked 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. Lift the hose and check the underneath side of the hose for abrasive damage.
10. 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!!!

Take advantage of the opportunities you have to inspect flexible transfer hoses, you could be sorry for an extremely long time if you don't; you, your customer and your family will be glad you did!!

JUNE 2007

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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