



LAMPTON-LOVE, INC.

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

1. News Briefs!!! (1 page)
2. Propane Regulators (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)

DEFENSIVE DRIVING 101

You may be a good driver, but what about everyone else on the road? *Follow this advice and save yourself a lot of headaches:*

- ❖ **Pay attention.** This is your best defense, since distractions cause most accidents. Don’t eat, drink, talk on your cell phone or play with the radio while driving, so you can keep your eyes on the road and on other drivers.
- ❖ **Put some distance between you and other vehicles.** This includes tailgaters. But what do you do when others don’t follow that rule? Get in the other lane and let them pass you. Do not step on the brakes as a warning. It will probably cause an accident – something you’re trying to avoid.
- ❖ **Be extra cautious at intersections.** Don’t assume that everyone will stop at a red light or stop sign. Slow down as you approach an intersection, even if the light is green or you don’t have a stop sign. Look both ways before you continue – you never know when someone is trying to “beat the light.”
- ❖ **Be courteous.** Allow someone to merge when two lanes narrow to one and get out of the “fast” lane if you want to drive a little below the speed limit. Be nice!

Finally, avoid making assumptions – you never know what other drivers may do. For example, if a vehicle slows in front of you, anticipate that the driver may stop and turn without using turn signals. **Remember:** Always expect the unexpected.

QUOTABLES

- ❖ “The real tragedy of life is not being limited to one talent, but in failing to use that one talent.”
- ❖ “Tact is the art of making a point without making an enemy.”
- ❖ “Crisis creates opportunity.”
- ❖ “A day without work is a day without eating.”
- ❖ “That man is the richest whose pleasures are the cheapest.”

MARCH 2009 SAFETY MEETING

PROPANE REGULATORS

The propane gas regulator is one of the most important parts of a propane gas system. The purpose of the regulator is to control the flow of gas and lower the pressure from the tank to the appliance(s) in the gas system. The regulator not only acts as a control regarding the flow and distribution of propane but also as a safety barrier between the high pressure of the tank and the end use appliance(s). Most will rightfully argue that the LP Gas regulator is the heart of any propane gas system.

Propane tank pressure can range from under 10 psig to over 200 psig. Residential applications will generally require 11 inches water column (amount of pressure required to push a column of water up 11 inches in a manometer, or about 6.3 ounces per square inch) and the regulator compensates for these pressure differences in the tank to supply a steady flow of required pressure to the household appliances. Not all applications are similar to that of residential use and will therefore utilize regulators for higher and lower pressures as required by the appliance(s). In summary, the purpose of a propane regulator is to “bottleneck” the propane down to a safe and usable pressure. *An important point to note is that under normal operation, a propane regulator will make a “humming” noise. This is normal and should not be construed as a problem or regulator malfunction.*

Although the purpose of propane regulators is the same, different applications require different types of regulators. Regulator selection is determined solely by the propane application requirements. The demand downstream of the regulator is what determines what type of regulator is to be installed and where it’s to be placed within the system. Some propane systems incorporate multiple regulators for efficiency while others such as a grill need only a low BTU grill regulator. Types of regulators include:

- High Pressure Regulators
- First Stage Regulators
- Second State Regulators
- Integral Two-Stage Regulators
- Adjustable High Pressure Regulators
- Automatic Changeover Regulators

“A regulator is a regulator” is a misleading statement that many consumers believe to be true. The fact is that installing the wrong kind of regulator will generally render a propane gas system inoperable. People don’t realize that buying an LP Gas regulator from a friend or an internet site will more than likely result in wasted money. Regulators aren’t all the same regardless of what one may think and an improper regulator or faulty LP Gas regulator installation means the entire installation is illegal and unable to be serviced until fixed. Keep in mind that replacing the regulator means interrupting the flow of gas and a leak check is required before the gas can be turned back on.

Like any part of a propane system, the regulator needs to be protected. Protecting a regulator, for the most part means keeping it covered. Regulators are generally found under the tank dome or if installed outside the dome, they will have the vent pointed down. The vent is pointed down to prevent rain, ice and debris from entering the regulator. The vent should have screen that keeps insects out of the regulator as some insects, such as the Mud Dauber (a.k.a. Dirt Dauber) will make a nest in a regulator that's missing its protective vent screen.

Regulators have internal moving parts that are subject to wear and tear and after some time, the regulators need to be replaced. Propane companies can tell consumers when the regulator needs to be replaced due to age or malfunction and the consumer needs to take this advice seriously. The industry norm is 15 years before a regulator needs replacement while some regulators manufacturers recommend replacement every 25 years. If any regulator has ever been under water, such as on an underground propane tank, it needs to be replaced immediately. One very important fact to point out is that although propane regulators may be adjusted by licensed propane professionals, they are not repaired or subject to repair. They are replaced.

MARCH 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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